

## ROLE BRIEF

<b>Department:</b>	<b>Clinical Services</b>
<b>Job Title:</b>	<b>Ward Manager</b>
<b>Grade/Salary:</b>	<b>Depending on experience</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Responsible To:</b>	<b>Clinical Services Manager</b>
<b>Level of Accountability:</b>	<b>Operations Director</b>
<b>Location:</b>	<b>Dufferin Ward, The Horder Centre, Crowborough</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To ensure a high standard of nursing care at all times through the effective management of staff and resources on his/her allocated department.</li> <li>• To demonstrate strong clinical leadership in stressful and challenging situations</li> <li>• To promote a positive approach to new challenges and creative ways of working</li> <li>• To act as advocate for their designated area and liaise with all members of the multi-disciplinary team to co-ordinate all aspects of patient care in the best interests of the patient and family.</li> <li>• To ensure effective training and educational programmes are available by liaising with appropriate personnel to meet the training and educational needs of staff in the clinical area.</li> </ul>
<b>Key Duties &amp; Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To assess, develop, implement and evaluate programmes of care, co-ordinating the holistic needs of the patients.</li> <li>• To be responsible for the organisation of nursing care of patients.</li> <li>• To take measures to ensure the safety of patients, which includes delegation of patient care to nurses with the appropriate levels of skills at all times .</li> <li>• Establish and maintain communication with individuals and groups about difficult or complex matters, overcoming any problems in communication.</li> <li>• Lead work teams in the development of knowledge, ideas and work practice.</li> </ul> <p><b>Clinical Governance</b></p> <ul style="list-style-type: none"> <li>• Promote best practice in health, safety and security.</li> <li>• Contribute to quality improvement.</li> <li>• To facilitate research based practice within the Ward and ensure appropriate implementation.</li> <li>• To ensure good standards of practice in the Ward through effective quality assurance measures such as clinical audit programmes.</li> <li>• To ensure all staff are conversant and comply with Horder Healthcare Policies and regulations, and attend compulsory lectures as instructed.</li> <li>• To monitor the safe and effective use of all equipment and the economic use of supplies, ordering replacement equipment together with maintenance of that equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that a duty rota for the staff within the Ward will provide effective and well-balanced cover to meet with the requirements of a 24 hour service and ensures the presence of a suitably qualified and experienced nurse at all times. Taking into account the budgetary constraints.</li> <li>• Allocate, co-ordinate, monitor and assess the work of teams and individuals.</li> <li>• To manage the Ward allocated budget effectively to remain within financial constraints.</li> <li>• To ensure effective two-way communication with all disciplines so that patients receive optimum care.</li> <li>• Plan, obtain and deploy physical and/or financial resources.</li> <li>• To maintain accurate records relating to all aspects of Ward management.</li> </ul> <p><b>Staff Development</b></p> <ul style="list-style-type: none"> <li>• To ensure all staff reach their full potential by enabling them to develop professional, clinical, managerial and communication skills, which will be identified through the use of the Appraisal system .</li> <li>• To identify areas for development of skills in accordance with the NMC guidelines.</li> <li>• Develop knowledge and practice in an area of work.</li> <li>• To promote a positive attitude for the profession and the organisation within which you are working.</li> <li>• To be aware of personal and professional development.</li> <li>• To attend courses and conferences as appropriate to the service and individual development.</li> <li>• To be conversant and comply with Horder Healthcare Policies and regulations, and attend compulsory lectures as instructed.</li> <li>• To participate in the selection, interviewing and induction of new members of staff.</li> <li>• To be involved in manpower requirements in line with identified service developments.</li> <li>• To monitor staff performance and organise staff appraisals.</li> <li>• To be responsible for the maintenance of day to day discipline within the Ward and to initiate, when necessary, the disciplinary procedure.</li> <li>• To counsel staff in relation to professional and personal matters .</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• NMC Registration.</li> <li>• Educated to degree level or equivalent, or working towards.</li> <li>• Evidence of significant Continuing Professional Development.</li> <li>• Evidence of management experience/training.</li> <li>• NMC recognised Teaching/Assessing qualification</li> <li>• Evidence of being up-to-date with current issues relating to professional practice.</li> <li>• Able to demonstrate practical application of quality standards within the</li> </ul>

	<p>clinical setting e.g. Care Quality Commission, NICE guidance</p> <ul style="list-style-type: none"> <li>• Able to demonstrate effective leadership and management of a team.</li> <li>• Credible clinical expert.</li> <li>• Evidence of research based practice.</li> <li>• Excellent organisational skills.</li> <li>• Fully aware of clinical governance agenda.</li> <li>• Experience and knowledge within the specialty or related field.</li> <li>• Confident to uphold principles of equality, diversity and rights.</li> <li>• Understands the importance of infection control &amp; health and safety in a healthcare environment.</li> <li>• Advanced communication skills.</li> <li>• Assertive, enthusiastic, dynamic.</li> <li>• Demonstrates initiative, motivation and ability to lead a team through change.</li> <li>• Ability to keep calm under pressure.</li> </ul> <p><b>Nice to Haves</b></p>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>

<b>Safeguarding</b>	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
<b>Special Conditions:</b>	The duties and responsibilities described in this role brief may be subject to amendment to meet the business priorities. The post holder may be required to carry out additional tasks as required by senior colleagues.
<b>Role Brief Agreement</b>	I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.