

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Ward Manager
DEPARTMENT:	Ward
BAND:	G
HOURS:	37.5 PER WEEK
CONTRACT:	PERMANENT
RESPONSIBLE TO:	CHIEF NURSE
ACCOUNTABLE TO:	CHIEF NURSE

Job Summary

The post holder will 24-hour responsibility for a ward area. This will include staff management, supervision and the responsibility for the provision and setting of the highest standards of direct patient care.

The post holder will carry continuing responsibility for patient care needs, for developing, implementing and evaluating patient care. To provide sound advice on clinical practice to nursing staff and maintaining an interest in current clinical nursing procedures.

Role & Responsibilities

Main Duties

- To provide clinical, professional and managerial leadership to the nursing team within a professional and legal framework.
- Co-operate and liaise with Medical Staff in the care and after care of patients.
- To ensure department has adequate cover and skill mix on the duty rota depending on bed occupancy within the amount of staff allocated to the department.
- To ensure all steps are taken to provide a safe environment for patients, staff and visitors.
- To attend relevant meetings as requested

- To create and maintain an environment conducive to education, training and audit for staff and patients.
- To ensure a high standard of evidence based nursing care is consistently delivered to patients and their families.
- To monitor patient satisfaction and be proactive in managing any issues.
- To ensure optimum use of staff so that standards of care and safety are not compromised.
- To establish effective communication systems so that all staff can practise in an informed and professional manner.
- To investigate any untoward incident/complaint thoroughly. Liaise promptly with the Chief Nurse.
- To actively encourage an environment that will ensure learning from incidents.
- To promote reflective practice and learning in order to ensure nursing care is research based, appropriate and responsive to patient needs.
- To be responsible for the setting, maintaining and monitoring of standards of care within the ward.
- To ensure that the recording of patient care is comprehensive, concise and valid.
- Ensure that all staff know, adhere to and have access to all Hospital policies, procedures and guidelines.
- To be responsible for ensuring the annual appraisal of all ward staff in order to implement professional and organisation targets, review performance and identify training and development needs.
- To act as confirmer for NMC registrants.
- To be responsible for developing and implementing strategies which enable quality targets to be met utilising recognised audit tools.
- To be aware of and practise professionally in accordance with the NMC Code of Conduct and The Scope of Professional Practise.
- To be responsible for the safe custody of all medication and controlled drugs ensuring all related policies and procedures are strictly adhered to.
- To personally ensure fulfilment of the requirements for professional updating and to maintain a personal record for future registration purposes.
- To be responsible for health and safety standards within the nursing department. To investigate any accidents/incidents; to provide health and safety induction training and ensure that the health and safety representatives complete their duties.
- To maintain accountability at all times and take 24-hour responsibility.

- The post holder would be expected to provide evidence based care and have an active involvement in any research and audit within their sphere. For example. Assist with audit of standards of care for the ward/department a minimum of twice a year.
- To effectively manage key performance indicators within the department.

Analytical and Judgmental Skills

- The post holder will be involved in judgement calls involving complex facts or situations.
- Planning care of complex cases in conjunction with medical staff e.g. patient transfers, post operative care across a wide range of surgical procedures, will also support registered nurses in this role.
- Discharge planning
- Handling complaints and grievances
- Be responsible for ensuring staff off duty is planned, taking into account skill mix and patient acuity up to four weeks in advance routinely and up to a year in advance for annual leave.
- Receiving and responding to physiological investigations including blood results, ECG's etc. (It is not the post holders responsibility to diagnose, however it is the post holders responsibility to recognise deviations from the norm and report them).
- Bed management ensuring management is optimised to ensure sufficient beds for all admissions .

STAFF MANAGEMENT

Responsible for staff management including recruitment, appraisals, disciplinary, grievance, training.

CORPORATE RESPONSIBILITIES

- To ensure compliance with all the Hospital's policies and procedures
- To adhere to all Information Management System Policies and Procedures
- To attend all mandatory training sessions.
- Provide a visible presence within the Hospital to staff and support staff when dealing with any safeguarding issues as they arise.
- To complete and maintain a competency portfolio within the allocated timeframe and ensure all clinical training requirements are fulfilled in accordance with Hospital requirements and professional governing body (NMC).

- Be aware and comply with all Hospital policies and procedures to include Safeguarding Children
- To work with the Chief Nurse and Ass Director of Governance to ensure all regulatory requirements regarding nursing are enforced.
- Reporting any issues to the Board, CQC, CCG, LSAB and LSCB and being available to The Local Safeguarding Children's Board when necessary for serious untoward incidents reviews
- As part of the Safeguarding Children lead role it is necessary to be aware and comply with the national PREVENT strategies. Review the hospitals PREVENT policy and procedures as required, while ensuring all staff are aware of requirements of the PREVENT strategy.
- The post holder implements policies for their own work area.
- Responsible for ensuring that all policies and procedures are observed
- Expected to develop relevant policies and procedures
- To ensure the accurate compilation and review of the departments risk register

Communication

- The post holder will provide and receive complex/highly complex, sensitive information where all forms of communication skills may be required.
- Be responsible for providing accurate, current, comprehensive and concise records concerning the condition of the client in accordance with the Nursing Midwifery Council Standards For Records and Record Keeping, the Patients Record Policy and in compliance with the Data Protection Act and GDPR requirements.
- Be expected to participate and facilitate monthly ward meetings
- Discussing care plans/treatments/ diagnosis/prognoses with patients and relatives. This will involve delivering bad news involving hospital acquired infections, postoperative complications which can create emotive possibly hostile responses.
- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintain networks internally and externally, including national networks.
- Consult with managers and members of other functions, to address inter-dependencies and ensure alignment.
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Policy and Service Development

- Propose changes to own function, making recommendations for other service delivery.
- Maintain a good knowledge of emerging policies from government departments and external bodies, which may impact upon the service.
- Contribute to strategic and contingency planning for the service, which may have an impact on other areas.

Training and Education

- Ensure that all staff undertake regular internal and external specific training, including completion of mandatory training as appropriate, to maintain up-to-date national standard knowledge, in addition to professional development requirements.
- Identify own education and training requirements, addressing any developmental needs as required in order to ensure best practice is maintained within the highest professional standards.

Other Role-Specific Duties

- Carry out any other reasonable duties commensurate with the role and delegated or requested by the manager or supervisor, as the needs of the service require.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Hospital.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

ADDITIONAL RESPONSIBILITIES

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that, in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation. All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: