**JOB DESCRIPTION**

**Job Title:** Deputy Ward Manager

**Location:** New Dawn Ward, Cygnet Hospital Beckton

Hours: 38.5hrs (part managerial, part clinical)

**Reports to:** Ward Manager

**Accountable to:** Hospital Manager

**Job Summary:**

In collaboration with the Service Manager, the Deputy Ward Manager will provide clinical management and leadership to develop and deliver outcome based high quality service for service users admitted to New Dawn. The post holder would be responsible for ensuring service users have a positive experience through the Personality Disorder Model of care. The post holder would be a core member of the MDT in a leadership capacity to ensure clinical resources are used effectively and there is meaningful participation in treatment.

In close collaboration with the Service Manager, the Deputy Ward Manager’s key responsibilities will include the line management, supervision and development of staff, management of budgets and the maintenance of good customer care. The Deputy Ward Manager will be the named manager for New Dawn 2 while the service manager will maintain overall responsibility for the service and the line manager for staff based on New Dawn one. The deputy ward manager will be part managerial and part clinical and will undertake an agreed amount of clinical hours per week, ensuring continued clinical leadership alongside managerial development.

The Deputy Ward Manager will participate fully in clinical governance so that they can maintain/improve standards of care throughout their clinical area.

**Key Responsibilities:**

1. Maintain a professional and high standard of patient care.
2. Adhering to all Cygnet Health Care policies, procedures and local policies.
3. Ensuring that all Cygnet Healthcare Policies and procedures and local hospital protocols are accessible to and adhered to by staff
4. Keeping costs and expenditure within agreed budgetary limits.
5. Acting up in the absence of the Ward Manager.
6. Encourage co-operation with other departments/units within Cygnet Hospital Beckton.
7. Line management and supervision of the staff.
8. Creation and management of the New Dawn two rota

**Main tasks – Professional:**

1. In conjunction with the Clinical Manager and Ward Manager, provide support to clinical staff in the provision of safe, adequate (qualitative and quantitative) nursing cover to the clinical area.
2. Provide suggestions, proposals and recommendations to the Clinical Manager and Ward Manager aimed at the continued development of the ward.
3. Contribute and participate in planned visits to ward by professional visitors.
4. Manage attendance of the New Dawn two nursing team including annual leave and sickness in accordance with Cygnet Healthcare Policies and procedures and local protocols.
5. Ensure that the evaluation of service delivery is user (i.e. service user, carer and family) based.
6. In conjunction with other members of the MDT evaluate the effectiveness of treatment and care.
7. To ensure that there is total adherence to the MHA 1983 (as amended 2007) and that patients’ rights are upheld at all times.
8. To ensure that CPA procedures are fully implemented.
9. To ensure completion of clinical and administrative documents in accordance with Cygnet Health Care procedure.
10. To ensure patients’ rights to confidentiality are respected and that Cygnet Health Care and professional policies are adhered to.
11. To recognise the importance of customer care and to present a positive, courteous and helpful attitude at all times.
12. To take enquiries from any potential customer.

**Main tasks – Management:**

1. In accordance with policy, assist the Ward Manager in investigating complaints, which may refer directly to nurses and/or the practice of nursing.
2. To ensure that the physical environment of the ward is maintained to comply with Health and Safety regulations and to ensure that Cygnet Health Care policy is complied with.
3. To prepare reports of accidents/incidents in accordance with Cygnet Health Care policy and procedure.
4. Devise duty rotas to ensure that staffing levels are adequate to meet the needs of the ward and that staff are appropriately qualified to carry out the duties required of them. Those duty rotas remain within budget whilst allocating annual leave and covering other absences as required.
5. Monitoring of per patient day figures (PPD), as well as ensuring that staff timesheets are submitted to the accounts department by the cut-off date.
6. Supervise and co-ordinate the work of the staff team, ensuring that performance reviews are carried out as required.
7. Initiate regular staff meetings to help foster collective responsibility for standards of care.
8. To be involved in the recruitment and selection of nursing staff.
9. To carry out other functions within capabilities as requested by senior staff
10. To ensure correct procedures are followed for disciplinary and grievance matters.
11. To participate in the teaching and supervision of staff.
12. With other senior staff, participate in the bleep rota, providing clinical oversight, advice and support to the whole of the hospital.
13. To attend monthly Clinical Governance meetings.

**Main Tasks – Health and Safety:**

1. Ensure that Health and Safety policies are observed.
2. Ensure attendance of all staff to all mandatory training (FIRE, PMVA, Inf. Control, MHA, H&S and BLS, ILS) workshops.
3. Report any incidents/accidents immediately to the Clinical Manager, take remedial action and record the event on the appropriate accident/incident form, including statements from those concerned if appropriate, identify ways to avoid a repeat and document these on the forms.

**Main Tasks – Education/Staff Development:**

1. Assess the training needs, organise, monitor and evaluate the training of all staff.
2. Draw up personal development plans for staff using performance appraisal.
3. Ensure that all newly appointed staff to the unit complete the company’s Induction programme.
4. Keep up to date with good practice developments, compliance with the NMC and the standards that they promote.
5. Promote positive mental health and wherever possible positive images of mental health care within the local area.
6. To initiate/participate in nursing and other research as appropriate.

**Please note:**

The post-holder and the Ward Manager will review this job description with guidance from the Clinical Manager and Hospital Manager. This will form part of the process of Annual Performance Appraisal.

This document is a guide to the duties of the post-holder and not an inflexible exhaustive specification. It is subject to review and may be altered by mutual agreement in light of future developments.

**Job Holder**

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Name Signature Date

**Manager**

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Name Signature Date