**JOB DESCRIPTION**

**Job Title:** Deputy Ward Manager

**Location:** Cygnet Hospital Ealing

**Reports to:** Ward Manager

**Accountable to:** Hospital Manager

**Job Summary:** To provide support to the Ward Manager. The Deputy Ward Manager will provide clinical leadership to staff and patients. Other responsibilities also include the deployment, supervision and development of staff, management of budgets and the maintenance of good customer care. The Deputy Ward Manager will also participate fully in clinical governance so that they can maintain/improve standards of care throughout their clinical area. To undertake an agreed amount of clinical hours per week, ensuring continued clinical development alongside managerial development.

**Key Responsibilities:**

1. Maintain a professional and high standard of patient care.
2. Ensuring updated and relevant clinical and administration policies and procedures and to ensure that these are accessible to all staff on the unit.
3. Adhering to all Cygnet Health Care policies, procedures and local policies.
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 Taunton.
7. Taking a role in the Sales and Marketing of the company.
8. Line management and supervision of the staff.

**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. Initiate and maintain a monitoring system in relation to professional nursing practice at unit level, including PIN numbers and the current registration of all qualified staff, including bank staff.
5. Monitor annual leave entitlement and sickness levels.
6. Ensure that the evaluation of service delivery is user (i.e. patient, carer and family) based.
7. In conjunction with other members of the MDT evaluate the effectiveness of treatment and care.
8. To ensure that there is total adherence to the MHA2007 and that patients’ rights are upheld at all times.
9. To ensure that CPA procedures are fully implemented.
10. To ensure completion of clinical and administrative documents in accordance with Cygnet Health Care procedure.
11. To advise non-clinical staff within the hospital on management of patients with mental illness.
12. To ensure patients’ rights to confidentiality are respected and that Cygnet Health Care and professional policies are adhered to.
13. To recognise the importance of customer care and to present a positive, courteous and helpful attitude at all times.
14. 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 out-of-hours on-call senior nurse rota, providing advice and support to the whole of the hospital.
13. To attend monthly Heads of Department meetings and Sales meetings.

**Main Tasks – Health and Safety:**

1. Ensure that Health and Safety policies are observed.
2. Ensure attendance of all staff including self-attend all mandatory training (FIRE, C&R, Inf. Control, M&H, H&S and BLS) 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, both in keeping with the requirements of PREP and the expectations of unqualified staff.
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