



Les Bourgs Hospice – Job Description

Job Title: Deputy Ward Manager

Grade: Band: 6a

Hours: 30 - 37.5

Responsible to: Ward Manager

Accountable to: Care Manager

Job Purpose:

The post holder will:

Support the Ward Manager by providing leadership to the team.

Deputise for Ward Manager as required.

Support the Ward Manager in the day-to-day management of the ward including staffing, resource allocation, and maintaining a safe effective environment.

Act as a mentor and role model, leading by example and promoting professional standards of behaviour and practice and promoting Les Bourgs Hospice core values

Provide guidance and support to the clinical team, ensuring high quality, patient centred care is delivered.

Work flexibly to meet the needs of the ward and organisation, undertaking clinical shifts on a regular basis, across the 24/7 spectrum.

Participate in the clinical ON-Call rota providing out of hours guidance and support to the nursing team.

Key role and Responsibilities

Clinical leadership/management responsibilities

To participate in and co-ordinate the assessment, planning, implementation, and evaluation of patient care plans.

Act as an advocate for patients /family/carers when required.

To support Ward Manager to promote and implement evidence-based practices to improve patient outcomes.

Support the Ward Manager by providing guidance and support to the clinical team to deliver safe and effective care.

Assist the Ward Manager in ensuring environmental and infection control standards are maintained, including leading on infection control compliance within the clinical area through research, staff education and audit.

Assist the Ward Manager in rota planning for the clinical area.

Assist Ward Manager to monitor staff performance and behaviours, working alongside staff to support them through any set objectives, facilitating improvement and development.

Governance

Participate in audit (internal and external) liaising with Ward Manager and Quality and Governance Lead to develop action plans, as well as monitoring and maintaining standards of practice.

Assist Ward Manager in supporting the clinical team in developing practice and maintaining standards set out in the SCAPE audit.

Raise staff awareness of accident and incident reporting systems and support the Ward Manager in the investigation of accidents and untoward incidents, identifying any risks and developing action plans.

In the absence of the Ward Manager, participate in after action review meetings, clinical governance meetings and others as required.

Participate in risk assessment for the clinical area, supporting the Ward Manager in the implementation of action plans to reduce risk in practice.

Support the Ward Manager in maintaining up to date evidence-based practice within the clinical area, supporting and promoting innovative practice.

Assist Ward Manager in ensuring the clinical team are aware of organisational objectives, policies, procedures and guidelines including local and national guidance.

Support the development, review and implementation of policies, procedures, guidelines and standards, which affect care.

Participate in, promote and support the provision of clinical supervision.

Communication

In the absence of Ward Manager facilitate ward meetings and debrief sessions.

Support the Ward Manager in promoting a culture of reflective learning and development.

Attend meetings (internal and external) as required and bring back shared learning from others

Communicate effectively with the wider multidisciplinary team in relation to the care needs of patients and their family/carers.

Support the Ward Manager in responding to complaints, concerns and suggestions.

Education

Undertake appraisals of Healthcare Assistants, reporting any training and developmental needs to Ward Manager.

Support the Ward Manager in ensuring that up-to-date evidence-based practice and new initiatives are incorporated into practice.

Support Ward Manager in ensuring staff are competent in the use and function of equipment and relevant competency assessments are completed.

Support staff through induction and preceptorship programmes.

Maintain own continuing professional development and participate in both management supervision and annual appraisal as well as manage all aspects of own revalidation requirements.

Complete mandatory and essential training commensurate to role and responsibility.

Act as a practice assessor/supervisor for student nurses and trainee nursing associates as required.

Responsibility for patient Care

To support patients in meeting their own health and wellbeing by providing specialist information, advice and support.

To co-ordinate and participate in the assessment, planning, implementation and evaluation of care.

To provide emotional, psychological and practical support to the patient and their family/carer throughout their care.

General responsibilities

Comply with Data Protection (Bailiwick of Guernsey) Law, 2017 and standards of confidentiality and information security.

Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987 and infection control policies and procedures.

This job description covers the main responsibilities of the post and may be amended in the light of changing needs of the organisation.

Employee Name:			
Employee signature:		Date	

Manager Name:			
Manager signature:		Date	

Person Specification:

Qualifications:	Is it essential or desirable	How we will assess
Registered Nurse, with current professional NMC registration	E	A & D
Qualified at Degree level or equivalent experience.	E	A & D
Leadership qualification/ willingness to undertake	D	A, D & I
Practice Assessor	E	A & D
Experience:		
At least 3 years' post registration experience with at least 1 year working in a palliative and end of life care role at a band 6 level.	E	A
Experience co-ordinating ward activities, delegating appropriately	E	A & I
Demonstrable experience of mentoring pre and post registration healthcare professionals	E	A & I
Working within a multi-disciplinary team and liaising with other services.	E	A & I
Experience of clinical audit	E	A & I
Skills/Competencies:		
Effective interpersonal skills	E	A & I
Evidence of self and professional development	E	A, D & I
IT skills including word, excel and outlook	E	A
Personal Qualities/Behaviours:		
Able to work on own initiative	E	I
A role model who can motivate and inspire others	E	I
Motivated, enthusiastic and approachable	E	I
Adaptable and able to work flexibly	E	I

A Application & CV	I During your interview	D production your documents	T Test to assess your practical competence
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