

ANEURIN BEVAN UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB TITLE : Ward Manager

DEPARTMENT: Unscheduled Care

BAND: 7

ORGANISATIONAL RELATIONSHIPS:

Accountable to the Senior Nurse

Scope of practice

To ensure the provision of effective, efficient and appropriate high quality patient care.

To lead the nursing team, ensuring the development of staff

To act in accordance with the NMC Professional Code of Conduct.

To carry continuing responsibility for the assessment, planning, implementation and evaluation of care needs and quality assurance.

To promote evidence based practice and act as an accountable role model.

To participate in site management

Ensure patient pathway is effective and timely

PRINCIPLE ACTIVITIES

Clinical

- To be aware of and demonstrate practice based on current advances in nursing
- Successfully complete a locally approved orientation programme
- To support a clinical environment that is patient and public focused
- To develop an environment that supports nursing care
- To provide an environment that supports the nursing team to challenge all aspects of patient care
- To provide expert clinical advice to team members
- To monitor the work of the nursing team in the delivery of patient care
- To develop extended skills which address patient needs
- To evaluate the effectiveness of nursing care

- To assist in the co-ordination of audit activity, participating in the same and promoting clinical audit
- To ensure the maintenance of high standards of patient care
- To ensure the physical, social, psychological and spiritual needs of patients (and significant others) are met
- To ensure that all patients have an individualised plan of care, with clearly identified goals and discharge plans
- To ensure the promotion and maintenance of health and prevention of illness.

Managerial

- To take 24 hour responsibility for the nursing service provided
- To manage the Clinical Governance of the ward/department and integrate with the Trust plan
- To contribute to the Trust wide nursing agenda
- To work with the Modernisation Team to improve service and manage change within the area
- To ensure all accidents, incidents and complaints are reported and to assist in the investigation of same
- To assist the Management Team control the allocated budget, ensuring the best service is provided within the resources available, including bed management
- To take responsibility for the selection, appointment and retention of the nursing team
- To facilitate staff development and undertake regular review, ensuring all staff have personnel development plans being cognisant of service needs
- To foster positive, collegial relationships with members of the interdisciplinary team
- To ensure the safety of patients, staff and hospital visitors
- To ensure that all staff practice within the framework provided by Trust Policies, Procedures and Guidelines and those laid down by nursing regular body
- To maintain upto date records of all staff's attendance at education and training
- To take responsibility for ensuring all equipment used in full working order and staff are conversant with and competent in it's use
- To ensure safe and effective staffing levels, planning duty rotas appropriately in a proactive manner
- To establish and maintain a free-flow of information/communication with staff, ensuring the availability of minutes
- To ensure the Senior Nurse is kept abreast of affairs, progress and developments
- To participate in a rotational programme of covering for the Senior Nurse in their absence
- To work with Senior Colleagues to achieve Trust, Nursing and operational goals
- Management of sickness in close collaboration with Senior Nurse
- To participate in site management

Educational Research and Development

- To demonstrate a continuous process of attaining educations, research, clinical, leadership skills, IT skills and maintain personal profile in accordance with PREP requirements

- To foster enquiry and where appropriate undertake research particularly in relation to area relevant to specialist ward
- To ensure training needs analysis is completed annually, thereby guaranteeing fair and equitable opportunities for all staff
- To assist in the evaluation of study leave, ensuring application of new skills in practice
- To ensure new appointees are appropriately supported and inducted
- To ensure effective mentorship of students
- To support the introduction of Clinical Supervision among staff
- To contribute to the development of education programmes, thereby ensuring identified learning needs are met
- To share knowledge/skills and expertise with peers

HEALTH AND SAFETY AT WORK

All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions at work.

You are reminded that under the Fire Precautions Act of 1971, you are required to attend at least one fire lecture per year

This job framework is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the Trust's requirements.

Print NameDate

Signature Ward

BAND 7 REGISTERED NURSE

	Essential	Desirable	
Education & Training	<ul style="list-style-type: none"> Registered Nurse (part 1) Diploma Level Education Evidence of professional development Management Qualification or equivalent proven experience 	<ul style="list-style-type: none"> EDCL Relevant Degree or working towards on 	<ul style="list-style-type: none"> Application Form
Relevant Work, Related Experience	<ul style="list-style-type: none"> Extensive post registration and Band 6 experience Evidence of successful management of change Experience of managing others Mentorship skills and experience 	<ul style="list-style-type: none"> Band 7 experience Experience of conduction personal reviews Experience of complaints management 	<ul style="list-style-type: none"> Application form
Job Related Knowledge	<ul style="list-style-type: none"> Comprehensive knowledge of statutory requirements A high level of clinical knowledge and development of clinical skills 	<ul style="list-style-type: none"> Clinical Supervision Patient focus groups 	<ul style="list-style-type: none"> Interview
Job Related Skills and Abilities	<ul style="list-style-type: none"> A high level of written and verbal communication skills A high level of clinical skills and credibility People Management Skills Ability to work in partnership with senior colleagues Ability to sensitively and appropriately influence others An awareness of the need to focus on continuous quality improvement An awareness of patient care pathways 	<ul style="list-style-type: none"> IT skills Budgetary and financial management awareness Ability to speak Welsh 	<ul style="list-style-type: none"> Application form Interview References
Job Interest and Social Skills	<ul style="list-style-type: none"> A commitment to corporate strategic nursing objectives A well developed understanding of key issues effective nursing Energetic, determined and focused Ability to be creative and innovative Show resistance stamina and reliability under sustained pressure, never losing sight of objectives Organised and methodical 		<ul style="list-style-type: none"> Interview References