

Medicine & Emergency Care

DESCRIPTION OF DUTIES

DESIGNATION/TITLE:	Ward Manager
GRADE:	Band 7
PROFESSIONALLY ACCOUNTABLE TO:	Divisional Senior - MEC
REPORTS TO:	Matron

JOB PURPOSE

Continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards of care and the management of a ward or equivalent sphere of nursing, including the deployment and supervision of staff and where the teaching of student and/or extensive nursing intervention is required. To support the co-ordination of medical emergency admissions to the Trust. To effectively communicate with all the Wards and Departments, A & E and General Practitioners to ensure timely and appropriate admissions and smooth, safe transfers and discharges. Participate in the Band 7 out of hours shift system to provide adequate nurse management cover on the hospital site.

MAIN DUTIES:

1. **MANAGER of nursing work:-**

- 1.1. Sets and monitors standards of quality nursing care over a 24 hour period, including the charter standards.
- 1.2 Organises staff (according to competence) time and equipment for work completion.
- 1.3 Supervises the delivery of quality nursing care.
- 1.4 Praises and corrects team members as appropriate.
- 1.5 Reports on levels of nursing care quality to nurse management.
- 1.6 Co-ordinates the care given by nurses, medical, paramedical staff and social workers.
- 1.7 Handles complaints by patients, members of the public and staff, in accordance with Trust Policies.
- 1.8 Maintains discipline for the delivery of quality nursing care.
- 1.9 Responsible for the health, safety and welfare of the staff, patients and visitors under his/her control, so far as is reasonably practicable and in compliance with statutory duty, e.g., C.O.S.H.H. and Manual Handling of Loads. This responsibility to include provision of systems of work, place of work and work equipment that are safe and without risk to health.

2. MANAGER OF RESOURCES

- 2.1 Continuing responsibility for the management of the ward over a 24 hour period.
- 2.2 Is responsible for ensuring that the ward expenditure stays within the budgetary allowance.
- 2.3 Plans the deployment of staff within the ward and ensures that safe staffing levels are maintained over the 24 hour period. Reporting any deficiencies to the Matron.
- 2.4 Identifies training and development needs of staff through appraisal.
- 2.5 Plans staff holidays to ensure even cover throughout the year.
- 2.6 Monitors catering and domestic services to the ward, reporting any deficiencies to the appropriate department.
- 2.7 Monitors the patterns of care and nursing practices at night.
- 2.8 Ensures that sufficient information is available for relatives and patients, both written and verbal and provides access to further information as required.
- 2.0 Participates in the recruitment and selection of staff for own area of responsibility.

3. ASSESSOR of individual nursing:-

- 3.1 Takes nursing history of patients' needs through interviewing and observations.
- 3.2 Maintains accurate clinical observations of patient's condition.
- 3.3 Interprets the significance of data to the patient's condition and progress.
- 3.4 Identifies and discusses nursing problems or needs with the patients, their relatives and other staff.
- 3.5 Ensures that individual patients are assessed and that care is planned to meet their moving and handling needs.

4. PLANNER of individual nursing:-

- 4.1 Devises effective nursing care plans using realistic goals.

5. PRACTITIONER of individual nursing:-

- 5.1 Gives skilled care to patients and nursing relatives.
- 5.2 Administers drugs and treatments as prescribed with safety, accuracy and intelligence within the Trust's Policy.
- 5.3 Communicates effectively with patients, their relatives and co-workers.
- 5.4 Liaise with medical, paramedical staff and social workers in the delivery of care.

5.5 Actively promotes Health Education Projects within the Ward/Department.

6. EVALUATOR of individual nursing:-

6.1 Measures the quality of nursing care.

6.2 Measures goal achievements with patients, relatives and co-workers.

6.3 Changes care plans and goals, according to evaluation.

6.4 Monitors and evaluates the care planned by the Primary/Named Nurses.

7. LEARNER/RESEARCHER of nursing:-

7.1 Seeks out new knowledge of nursing and health by reading, enquiring and partaking in continuing education programmes. Contributes to audits done in the unit.

7.2 Seeks to develop new skills.

7.3 Applies research findings to nursing practice.

7.4 The Trust manages all research in accordance with the requirements of the Clinical Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

8. TEACHER of nursing and health:-

8.1 Identifies principles of nursing care given in the ward/department.

8.2 Co-ordinates the instruction and demonstration of nursing skills to patients, relatives and staff (including learners).

8.3 Assesses and reviews, learning experiences with patients, relatives and staff (including learners).

8.4 Assesses the progress of learners, other staff and support workers.

8.5 Participates in the training and assessment of support workers.

8.6 Co-ordinates the advice given to members of the public on promotion of health and prevention.

8.7 Initiates research activities by others in the ward/department.

9. PROFESSIONAL PERSON

9.1 Takes responsibility for personal development and education, including in-service training.

- 9.2 Maintains standards of conduct and dress to sustain the public confidence in, accordance with the U.K.C.C. Code of Professional Conduct and the Trust's Policies.
- 9.3 Encourages clinical supervision for self and staff.
- 9.4 All employees have a personal responsibility for adhering to the control of infection policy. Further guidance can be sought from your Line Manager.
- 9.5 All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.
- 9.6

STANDARDS OF CONDUCT

Ensure that personal action and conduct comply with the Trust Policies and Procedures with Health and Safety, Cardiac Arrest, Tobacco Control Policy, Equal Opportunities, Infection Control, Moving and Handling Regulations.

Conduct duties with regard to values underpinning the Trust's Vision:-

- If it is about me, involve me.
- Working together in partnership.
- Aspiring to excellence.
- Ongoing improvement of our service.

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

Jobholder's Signature: Date:

Head of Dept's Signature: Date:

Head of Dept's Job Title:

PERSONAL SPECIFICATION

SISTER/CHARGE NURSE – BAND 7

	ESSENTIAL	DESIRABLE
Attainments (Education, professional qualifications)	Registered 1st level nurse. Proven continuing education.	ALS Certificate. Professional development to a relevant degree level. Teaching Certificate
General Intelligence	Computer literacy. Mathematically competent. Ability to problem solve/literate.	
Special Aptitudes (Experience, specific job skills)	Competent Post Registration Experience. Experience at Senior Nurse Level. Proven ability to be a team leader. Can interpret/manage a budget. Demonstrate ability to interpret data. Can meet set deadlines. Can give reasoned arguments. Can produce reports. Effective communicator. Appraisal skills. Working knowledge and experience of managing acute medical emergencies. Knowledge of A&E targets.	Training in poor performance. Leadership qualifications.
Interests	Should have no outside interests which would conflict with the best interest of the Trust.	
Disposition (Characteristics, personal skills.)	Pro-active approach to the organisation. Ability to work with other disciplines. Ability to listen actively. Good interpersonal skills. Self-motivated and can motivate Others.	
Circumstances	Be within a commutable distance. Be adaptable. Flexibility of shift patterns. Proven ability to deal with confidential information appropriately.	