

Job Title:	Ward Manager – Band 7
Reports to (job title):	Great Western Hospital
Line Manager to:	Matron or Divisional Director of Nursing

## Job purpose

The role of a Ward Manager will be responsible for supporting the Matron and their ward team in providing effective nursing leadership supporting a team of nurses ensuring the Nursing & Midwifery Council (NMC) code of conduct is at the forefront of the team's nursing care. In addition, the post holder will be required to work closely with the multi-disciplinary team in the provision of a high standard of individualised patient care, thus improving the patient experience. The position supports a clinical role in addition to the management of operational issues. The post will incorporate the provision of care to patients, their families and carers' in accordance with the philosophy and standards of care within the clinical area; in line with Trust policies and procedures, ensuring that values and beliefs are upheld. Additionally, you will demonstrate continuing professional development, reflecting individual needs, the needs of the team, and the needs of the organisation

## Base location

Great Western Hospital, Marlborough Rd, Swindon SN3 6BB

## Key responsibilities

**In the role of a Ward Manager you will:**

**To undertake the permanent band 7 post following must of have been achieved:**

- Completed Trust competencies
- Mandatory requirements of the role
- First level registration with the Nursing Midwifery Council

### Compulsory

- Communicate service information concerning patient's condition requiring, persuasive and reassurance skills
- Expert leadership and managerial skills

- Expert in Quality of patient care
- Ability to provide motivational skills
- Expert in Governance and safety of patient care
- Provide appraisals for Band 6 staff and others where necessary
- Provide training for other staff
- Assessment and investigation of patients
- Delegate tasks to bands 6 staff
- Allocates, checks work of staff and clinical supervision of senior staff
- Problem solving
- Care plans/pathways – assessment of quality of completion
- Patient/Carer teaching
- Undertake audits and projects
- Able to deal with very distressed relatives, care of end of life needs for patients
- Co-ordination of the shift and the effective running of the ward
- Effective Finance & Budget Management
- Effective Roster Management
- Recruitment & retention of staff
- Sickness management in line with HR policy

**Once all compulsory elements have been met the individual band 7 can then decide with their line manager to undertake additional skills / tasks relevant to their area of work. The individual band 7 must attend all relevant training and have a completed Trust competency before practising unsupervised: Work within your scope of professional practice.**

These are the expected tasks / skills (this list is not an exhaustive list):

- Cannulation
- Male/ Female/ Suprapubic Catheterisation
- Safe Swallow
- Medication as per Trust policy on safe administration of medicines
- Tracheotomy Management
- Suctioning
- Mentorship

- Feeding through an NG tube
- Passing NG tubes (Paediatrics)
- Complex wound management including compression bandaging and packing wounds
- Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions and removal of sutures
- Disciplinary work & Mentoring of staff
- To complete incident forms where an untoward incident occurs
- ECG recording and interpreting
- Provide and receive complex, sensitive/highly complex information
- Communicate sensitive/highly sensitive condition related information to patients, relatives, empathy and reassurance
- Contributes to the development of specialist protocols where necessary
- Designs audits and carries out audits as part of quality assurance
- **There is a list of clinical skills / competencies that are relevant for each specific area**

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware

that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- NMC 1st Level registration qualification
- Further training and experience to Masters level or equivalent
- A teaching qualification
- Evidence of post registration development Desirable
- Significant post registration experience
- Recent acute medical or surgical experience
- Experience in leading, supporting and developing a team
- Evidence of managing and improving the patient experience
- Excellent organisational, communication and interpersonal skills
- Time management and prioritisation skills
- Demonstrates sound understanding of personal accountability
- Shows initiative, able to think positively and stimulate a productive team climate
- Works well under pressure

### Desirable

- A management or leadership qualification
- To have an awareness of up to date trust projects and issues

### Other Job Related Requirement

- Highly motivated
- Committed
- Flexible
- Willing to work in other areas of the Trust or Trust-wide as and when required to do so

# Job Description

Employee signature

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Manager signature

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