

# PERSON SPECIFICATION

Deputy Ward Manager - IPU 11-20



Attributes	Essential	Desirable
<p><b>Qualifications, special training</b></p>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Recognised Palliative Care Course or equivalent</li> <li>• Mentorship course</li> </ul>	<ul style="list-style-type: none"> <li>• Degree qualification or working towards a degree.</li> <li>• Recruitment and selection training.</li> <li>• Appraisal training.</li> <li>• Management of sickness training.</li> <li>• Advanced Communication skills.</li> </ul>
<p><b>Knowledge and skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate experience in caring for palliative care patients</li> <li>• Proven ability to contribute to the development of specialist protocols and practice changes arising from audits</li> <li>• Evidence of being able to lead in and assist others in audits, surveys, research &amp; development, and equipment testing as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Budgetary awareness</li> </ul> <p>Demonstrate ability and experience in the following:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Team building</li> <li>• Managing resources</li> <li>• Time management</li> <li>• Role model</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to implement change management</li> <li>• Excellent communication skills, both oral and written</li> <li>• Competent IT skills</li> <li>• Able to manage resources</li> <li>• Understanding of the hospice movement</li> </ul>	<ul style="list-style-type: none"> <li>• Change management/clinical developments</li> <li>• Audit and research</li> <li>• Clinical governance</li> </ul>
<p><b>Special Experience</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate complex and highly sensitive information to patients and relatives using empathy and reassurance, gain co-operation where required and overcome barriers to understanding.</li> <li>• Demonstrates ability to influence and negotiate with others.</li> <li>• Ability to work on own initiative</li> <li>• Demonstrate an awareness of clinical governance and risk management and how this effects their role and the department</li> <li>• Ability to assess, plan, implement and evaluate specialist care delivered to patients/clients and give relevant advice/information to patients and relatives.</li> <li>• Ability to make judgements related to symptom management of patients that involve complex facts or situations, analysing what is</li> </ul>	<p>Experience if working in a palliative care setting.</p> <p>Previous experience of practising in a variety of clinical settings and teams.</p> <p>Service development experience</p>

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	<p>needed and comparing a range of options.</p> <ul style="list-style-type: none"> <li>• Ability to prioritise own workload and that of others.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional at all times</li> <li>• Motivated and able to motivate others</li> <li>• Calm and objective</li> <li>• Understanding, patient and empathetic</li> <li>• Good interpersonal skills</li> <li>• Effective multi-professional working</li> <li>• Ability to work across the St. Michael's Hospice sites as service needs dictate</li> <li>• Able to demonstrate an active role in teaching</li> <li>• Positive and enthusiastic attitude</li> <li>• Approachable and supportive</li> <li>• Flexibility</li> <li>• Ability to work nights and weekends</li> <li>• Able to work under pressure and respond to the needs of the service</li> <li>• Positive, solution finding attitude</li> </ul>	

<b>Reviewed by:</b>	<b>Julie Spreadbury Director of Patient Services</b>	<b>Date:</b>	<b>November 2020</b>
<b>Signed by employee:</b>		<b>Date:</b>	