

JOB DESCRIPTION



Job title:	Deputy Ward Lead
Department:	In-patient Unit (IPU)
Responsible to:	IPU Lead
Grade:	SMH Band 6

Job Purpose

To provide support to the IPU Lead with all aspects of management of the inpatient unit.

Deputise for the IPU Lead in their absence.

To provide clinical leadership and support to junior colleagues to plan, monitor, evaluate and ensure evidence-based care to patients staying on the inpatient unit.

To act as a role model whilst providing specialist knowledge within the palliative care environment and working as part of the team whilst supporting, mentoring.

Main Duties and Responsibilities

Responsibilities

- To regularly take the nurse in charge role and ensure the smooth operational and effective running of the shift.
- To attend the daily referral meeting and advise on inpatient bed status for potential admissions.
- Ensure that all aspects of the day to day running of the inpatient unit are maintained to the highest standard.
- To facilitate safe and effective admissions and discharges to and from the inpatient unit.
- Provide strong leadership, support and guidance to colleagues in monitoring the planning, delivery and evaluation of individualised care.
- Provide support, information and advice to patients, families and professional colleagues.
- Provide clinical expertise within the speciality, particularly in relation to symptom management.
- Support and supervise the work of junior colleagues, unqualified staff, students and volunteers. Challenge unacceptable behaviour.
- Contribute to the education and development of staff within the speciality and manage change.
- Conduct annual appraisals and performance reviews of inpatient unit staff.
- Work alongside IPU Lead to manage all areas of performance such as sickness absence, capability and conduct.
- Proactive management of the staffing rosters to ensure appropriate safe clinical staffing skill mix and ensure gaps in shift cover is filled or mitigated for. Liaise with the CMT to ensure effective use of nursing skills and resources across all the SMH departments.
- Ensure any safeguarding concerns are raised in line with SMH policy and escalated to the SMH Nominated Healthcare Professional for Safeguarding or their deputy or a member of the Safeguarding Committee.

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Clinical

- Take the lead in the total care of patients and their families, ensuring physical, psychological, social and spiritual needs are also addressed.
- Ensure that clinical practices accurately reflect SMH policies.
- Respect the needs and dignity of our patients.
- Initiate, supervise, and participate in nursing care and the work of the nursing team, review progress with nursing and multi-professional team at regular intervals.
- Anticipate and respond to patient/family need whilst maintaining their independence, privacy and dignity. Address patient/family concerns.
- Review, evaluate and update nursing care, ensuring accurate documentation, and reporting.
- Ensure adherence to patient/family confidentiality and data protection requirements at all times.
- Be accountable for the custody and administration of drugs and the maintenance of records and to maintain up to date knowledge of the purpose, actions and side effects of drugs.
- Develop competence in the skills determined in the SMH IPU Skills Profile and any other extended skills that may be identified as part of a regular review process.
- Complete competencies related to band and role.
- Be proactive and involved in discharge planning.
- Foster good relationships with other departments, the multidisciplinary team and visitors to the unit. Helps to achieve and maintain high morale for both staff and patients.
- Participate in the health education and explanation of care to patients and relatives.

Communication

- Lead and participate in discussion during multi-professional ward rounds and meetings.
- Communicate with colleagues within the team to ensure a multi-disciplinary approach to care both verbally and by providing letters and reports.
- Ensure accurate record keeping and ensure that documentation is maintained by all staff on all aspects of care through the patient's stay.
- Apply advanced skills when communicating difficult or sensitive information to patients, families, carers and other staff. Address patient and family concerns.
- Liaise externally with other relevant professionals to ensure appropriate care/treatment/support is continued.
- Attend and participate in ward, teams, clinical, management and organisational meetings.

Management & Leadership

- In the absence of the IPU Lead be responsible for the safe management and leadership of the Inpatient Unit.
- Assist with the management and development of the nursing and support team as delegated.
- Provide feedback to the ward manager on individual staff progression and identify any concerns.
- Manage allocated resources effectively. Ensure competency in the use of function of equipment – report malfunctions.
- Supervise the work of junior staff, students and volunteers and challenge any problems. Be prepared to challenge unsatisfactory behaviour.
- To provide support to the IPU Lead to effectively manage staff resources including recruitment selection, day-to-day operations, work performance, staff development and appraisals.
- Undertake ward audits as delegated by the IPU Lead.
- Role model SMH values and expectations of professional behaviour. Promote excellence in nursing practice.

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Education

- Develop teaching skills within the speciality and participate in the delivery of education and teaching sessions.
- Act as a Supervisor / Assessor/ Mentor for pre and post registration staff
- Participate as required in the teaching and support of newly appointed staff, learners and volunteers.
- Contribute to the professional development of the nursing and multi-disciplinary team.
- Take equal responsibility for own appraisal and initiate own development within agreed parameters.
- Ensure own specialist knowledge is updated to maintain evidenced best practice.
- Attend all mandatory training and ensure that updates are booked in a timely fashion and agreed with the ward manager.
- Help in the implementation of group policies and ensure that the organisations policies are adhered to.
- Assist in the development, management and co-ordination of competency sign-off in line with current Hospice Practice.
- Support the IPU staff to attend clinical supervision and commit to own attendance.

Clinical Governance and Quality

- Respond to initial patient/family complaints and report to senior staff as appropriate.
- Contribute to and actively participate in clinical governance arrangements and the quality agenda.
- To have an understanding of Quality Improvement (QI) processes and be able to initiate and deliver appropriate QI projects aimed at improving care on the unit.
- To participate in the QI projects as identified by the IPU Lead.
- To have an understanding of the wider Patient Safety agenda and to understand how this shapes our services and the clinical care we deliver
- Actively manage and investigate the initial stages of incident reports within the IPU, adopting the PSIRF approach and promoting this response framework across the IPU.
- Undertake any other duties as delegated, designed to improve both patient care and the service provided by St Michael's Hospice.

Research and Practice Development

- Deliver and promote evidence-based practice.
- Participate as appropriate, in any relevant national/local research initiatives or study days in which St. Michael's Hospice may be involved.

Professional

- Operate within the Nursing and Midwifery Council Professional Code of Conduct and Standards for professionals.

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General Responsibilities

- Work to maintain the values, vision and aims of St. Michael's Hospice.
- Additional Duties – In discussion with the line manager to undertake work, as and when required, in support of St. Michael's Hospice as an organisation.
- Public Relations – To represent St. Michael's Hospice in the community and public domain, including social media, appropriately.
- Undertake all statutory and mandatory training, as required.
- To be conversant with and adhere to all St. Michael's Hospice Policies and Procedures.
- Be responsible for upholding and promoting St. Michael's Hospice safeguarding policies, ensuring the safety and well-being of all individuals, and promptly reporting any concerns or incidents in accordance with established procedures.
- This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.
- Take responsibility for own personal safety and of others whilst at work. You will take appropriate action or report any concerns to address any health and safety issues that you or members of your team may be aware of.
- This job description is an outline of the role and responsibilities. From time to time, due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

Reviewed by:	Heather Bowles IPU Lead	Date:	02-2025
Signed by employee:		Date:	