



## **JOB DESCRIPTION**

### **1. JOB DETAILS**

<b>Post Title:</b>	CAMHS Ward Manager
<b>Grade:</b>	Equivalent to Band 7
<b>Hours:</b>	40 plus break, on occasion additional hours may be required to undertake the role well. Under Labour Law, the hours must not exceed 48. Flexibility will be required and it is expected that some evening, weekend or night shifts may be required from the postholder.
<b>CAG:</b>	Child and Adolescent Mental Health Service (CAMHS)
<b>Reports To:</b>	CAG Service Manager
<b>Accountable to:</b>	Director of Nursing

### **2. JOB PURPOSE**

The CAMHS Ward Manager will have overall management responsibility for the delivery of care within the unit, in accordance with local policies and procedures. To lead a team of nursing staff in the delivery of high-quality evidence-based practice, ensuring that regular supervision and appraisal take place. To manage administrative and operational resources in a cost-effective manner, evaluating the standard of service delivered. To co-ordinate multidisciplinary working, maintaining excellent communication and working relationships with all team members, and other services within the organisation, to ensure effective interface and continuity of care between disciplines and services.

The post holder will carry out nursing procedures to a standard that ensures safe and effective care is being achieved.

There is an expectation that the post holder will place the needs of service users at the centre of care delivery.

The reputation of Maudsley Health, MACANI, South London and Maudsley NHS Foundation Trust and Emirates Health Service should be upheld and be enhanced due to the contribution of the post holder.

### **3. FACTS AND FIGURES**

Staff directly managed: Charge Nurses, Staff Nurses, Assistant Nurses

4. **ORGANISATIONAL POSITION** – The post holder will report to the CAG Service Manager, Maudsley Health, Al Amal Psychiatric Hospital.

5. **KEY OUTCOMES**

The post-holder is expected to achieve the following outcomes:

**Management of Nursing Care and Practice**

- Ensure that all nursing practice is developed using up to date evidence-based practice, ensuring that all nursing staff have the appropriate skill base and supporting mechanisms to access training to work with the service user group.
- Oversee a service user's care pathway, utilising available resources and Patient Journey framework and lead the team in its implementation.
- Ensure systems are in place to support user and carer-centred involvement in the everyday activities on the ward.
- Ensure that nursing staff receive regular supervision and appraisal, and are offered essential and developmental training in accordance with their personal development plans, and the needs of the service.
- Ensure that all service users are made aware of, encouraged, and assisted to use all services available to them, in particular, those in the community.
- Ensure that the requirements of all local mental health legislation are met.
- Ensure that the key principles of Safeguarding are adhered to in accordance to local policy and statutory requirements.
- To embed and operationalise the new UAE Mental Health Law.

**Management of Financial and Material Resources**

- Ensure ward finances are managed within allocated budget, including recruitment of staff.
- All absences, duty hours are managed within budget and local guidelines.
- Communicate to all staff how they can contribute to the efficient management of financial and material resources.
- Identify and deal with cost pressures which may have an impact on the financial expenditure of the ward. The post-holder will be expected to notify any such situations to the service manager if they cannot be dealt with at a local level.

**Management of Clinical Standards**

- Set, monitor and evaluate overall standards of care and practice on the ward in liaison with the CAG Service Manager, CAG Lead.
- Ensure that all practices and interactions on the unit are based on the preservation and respect of service users' dignity, individual and cultural identity, wishes (whenever possible) and are in accordance with the maintenance of individuals' independence.
- Ensure that all staff are aware of the standards of professional behaviour expected on the unit by the organisation through the use of role modelling and the promotion of reflective practice.
- Ensure that the service provides continuity out of hours, appropriately relating to the senior manager on-call and out of hours medical team.
- Work closely with the multidisciplinary team and involve them in all relevant day to day decisions, strategy and business planning, and maintain close liaison with the CAG Service Manager and CAG Lead when difficulties arise.

## **Management of Human Resources**

- Maintain the efficient use of staffing resources on the ward, ensuring that staffing levels are safe, appropriate and contain the necessary skill mix on each shift, but recognising and supporting Improving Working Lives within the confines of a safe service.
- The post-holder will ensure that each member of staff is fully aware of their responsibilities and has a personal development plan which is based on a balance between the needs of the individual and the service.
- Manage the overall development of the ward team, encouraging staff to contribute their views and ideas as appropriate.
- Implement all the local policies and Human Resource Management, and ensure staff are aware of how to access this information.
- Delegate duties and responsibilities to other staff as appropriate to assist in the operation of the unit and to aid the development of individual staff.

## **Management of Information and Communication**

- Develop and maintain procedures which result in good communication between the multidisciplinary team and other agencies.
- Arrange and in some instances chair relevant meetings involving other agencies, patients and carers when necessary to facilitate good communication.
- The post-holder will lead the team in setting, implementing and monitoring realistic and achievable objectives for the ward team in accordance with the aims and objectives of the service.
- Attend meetings and forums, representing the ward at various levels both within the organisation and with external agencies, ensuring that all staff are kept fully briefed on any new developments etc. The post-holder may be required to participate in specific inter-agency work relevant to the service.
- Ensure that all communication (verbal or written) between the ward and other departments or agencies is of a high standard both in its content and presentation.
- Ensure that all written and electronically stored information is accessible only to authorised personnel and is stored in accordance with local policy and procedures.
- Ensure that staff are aware of the importance of the collection of statistical data and ensure that this is collected and stored in an accurate and timely fashion.

## **Management of the Environment**

- Ensure that the ward environment adheres to relevant standards at all times. This will involve monitoring the services provided by other departments in accordance with the adopted procedures and will involve liaison with the Facilities Department and other relevant personnel.
- Ensure that the Health and Safety is adhered to by all staff. The post-holder will have particular responsibility for ensuring that all staff receive any training necessary in order to meet the requirements. (eg. fire training, first aid, food hygiene, etc.). The post-holder will be responsible for taking immediate action to deal with any problem which might affect service user, visitor or staff safety. This will involve liaison with the relevant co-ordinator.
- Ensure local response in managing incidents by using the organisation incident policy and implementation outcomes to change and improve practice.
- Ensure that learning from incidents are disseminated to the team to ensure improvement within the service delivery.

## Personal Development and Freedom to Act

The post-holder will:

- Be prepared to physically move between sites as needed.
- Ensure that they are fully aware of current developments and practice in their clinical area.
- Acknowledge their own limitations and discuss/identify their training and development needs with their line manager.
- Make effective use of supervision with their line manager on a regular and agreed basis.
- Be aware of the need to reflect on their practice both as clinician and manager.
- Manage their own time efficiently.
- Be aware of and adhere to all Policies and Procedures and act as a role model to other staff.
- Meet the requirements for Standards of Professional Practice, Code of Conduct.
- Recognise emotional and mental effort required to fulfil the post.

## Other Responsibilities

The post-holder will also be responsible for:

- Undertaking site wide co-ordination roles as required, eg. Supervisor.
- Establishing and building on excellent working relationships between other services within and external to the Organisation.
- Ensuring that systems are in place which invite service users and their carers to comment on the quality of services they receive.
- Implementation of the complaints procedure including investigation, response, and resolution.
- Ensuring that their line manager is kept informed of all developments and changes within the ward environment.
- The safe storage and administration of medications.
- The creation and maintenance of an environment which is conducive to learning and which meets the educational standards required by Educational Institutions whose students are placed on the ward.
- Actively participating in the ward's training and education of staff from a variety of disciplines.
- Participating in projects within the Unit and the Hospital as required by the senior management of the Organisation.
- Ensuring a license to practice is obtained and also to retain the license. Support through the initial process would be provided along with advice about retention of the license
- Acting with integrity and honesty.

## 6. COMMUNICATIONS AND WORKING RELATIONSHIPS

COMMUNICATION WITH	FREQUENCY
Service Users / Carers	Daily
Nursing/Medical Team	Daily
CAG Service Manager	Daily

CAG Lead	2/3 Times Week
Supervisor / supervisees	Monthly
Other Agencies	As required
Support services	As required

## 7. OTHER INFORMATION

### **General**

The post-holder is required to follow hospital policies and procedures including:

### **Confidentiality**

Confidentiality/data protection regarding all personal information and hospital activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Information Governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

### **Equal Opportunities**

Promote the concepts of equality of opportunity and managing diversity service-wide.

### **Health and Safety**

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

### **Infection Prevention and Control**

Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with policy.

### **Professional Standards and Performance Review**

Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

### **Service/Department standards**

Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

### **Finance**

All staff will comply with the financial processes and procedures.

### **Safeguarding Children**

Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

**Code of Conduct**

The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

**SUMMARY**

This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the hospital and its services, as well as the personal development of the post holder.

## PERSON SPECIFICATION

### CAMHS Ward Manager

		<b>Where Tested</b>
<b>Qualifications</b> Essential	<ul style="list-style-type: none"> <li>Registered Nurse (Mental Health) at Degree level</li> <li>Evidence of Continuing Professional Development</li> </ul>	App App
	Desirable <ul style="list-style-type: none"> <li>Master's Degree</li> <li>Completion of senior leadership programme</li> <li>PSTS/PMVA Training</li> </ul>	App /Int App /Int App
<b>Skills</b> Essential	<ul style="list-style-type: none"> <li>Skills in developing and changing clinical practice.</li> <li>Ability to present ideas with clarity and in a persuasive and influential style.</li> <li>Ability to communicate effectively both verbally and in writing.</li> <li>Ability to negotiate and reach compromises in verbal discussions in a manner which inspires confidence and respect from others.</li> <li>Ability to build and maintain high standards of professional links and communication channels with a variety of personnel and agencies.</li> <li>Ability to enthuse others, co-ordinate and motivate a team.</li> <li>Ability to analyse complex issues/problems, gather relevant information and exercise sound judgement in reaching the most appropriate conclusions.</li> <li>Ability to manage own time effectively and to produce pieces of work on time and to a high standard.</li> <li>Ability to delegate appropriately.</li> <li>Ability to organise and plan ahead effectively.</li> <li>Ability to manage change effectively.</li> <li>Full commitment to equal opportunities.</li> </ul>	App/Int Int  App/int Int  Int  App/int Int  Int  Int Int Int Int
	Desirable <ul style="list-style-type: none"> <li>Proven ability to maintain a balance between strategic and operational management.</li> <li>Ability to support, manage and advise the team through difficult and challenging situations.</li> <li>Ability to build and lead effectively, a large multi-skilled team.</li> <li>Ability to manage conflict effectively.</li> <li>Ability to manage effectively a revenue budget.</li> <li>Appreciation of the complexities of the Ward Manager's role and how to balance clinical and non-clinical responsibilities.</li> </ul>	Int  Int  Int Int Int Int
<b>Knowledge</b> Essential	<ul style="list-style-type: none"> <li>Specialist clinical knowledge relevant to the service, including evidence based practice.</li> </ul>	App/Int

Desirable	<ul style="list-style-type: none"> <li>Working knowledge of all relevant legislation associated with CAMHS mental health care, including Safeguarding and Child Protection</li> <li>Understanding of the role and function of other organisations providing services to people with mental ill-health.</li> <li>Knowledge of performance management procedures.</li> </ul>	App/Int App/Int App/Int
<b>Experience</b> Essential           Desirable	<ul style="list-style-type: none"> <li>Significant years' experience of managing clinical practice at Band 6.</li> <li>Experience of implementing and monitoring standards of care.</li> <li>Experience of providing clinical and managerial supervision.</li> <li>Experience of working within a multidisciplinary team.</li> <li>Experience of working in a multicultural environment and knowledge of methods to develop culturally sensitive practice.</li> <li>Experience of recruitment and selection of staff.</li> <li>Experience of working with other client groups and of using a variety of models and approaches to care.</li> <li>Experience of managing non-clinical staff and other professionals.</li> <li>Experience of staff performance management.</li> <li>Experience of implementing significant changes in working practices.</li> <li>Experience of project management.</li> </ul>	App App App App App  App  App App  App App
<b>Personal attributes</b> Essential           Desirable	<ul style="list-style-type: none"> <li>Recognition of own limitations, strengths and weaknesses and an ability to seek advice when necessary.</li> <li>Ability to gain easily the trust, confidence and respect of service users, their relatives and staff of a variety of levels and disciplines.</li> <li>Understands the differences between strategic and operational management.</li> <li>Innovative, creative and a willingness to try something new.</li> <li>Methodical approach to work with attention to detail.</li> <li>Basic computer skills.</li> <li>Ability to work changeable hours at fairly short notice.</li> <li>Advanced computer skills and use of spread sheets.</li> <li>Evidence of undertaking audit work.</li> </ul>	Int  Int  Int  Int Int App/Int  Int App/Int App/Int