HOLBEACH AND EAST ELLOE HOSPITAL TRUST

**JOB DESCRIPTION**

Job Title: Deputy Manager

Qualification: Registered General Nurse

A1 or Equivalent Assessors Award

Accountable to: Manager / Committee of Managers

Reports to: Manager

Job summary The Deputy Manager will be responsible to the Manager for assisting and maintaining client care of a high standard, and in maintaining a safe environment. In the absence of the Manager, the Deputy will assume responsibility and be accountable to the committee.

Deploy personal nursing skills in a professional competent manner acting as a role model for all other members of trained staff.

Duties and Responsibilities

1. PATIENT CARE

* Be responsible for the assessment of trained nurses’ competencies appropriate to the care of our service user, their relative and friends.

To include:

* To carry out all forms of relevant care.
* To supervise all levels of staff and continue to promote Supervisions and Appraisals.
* To take charge of the Hospital in the absence of the Manager.

1. MAIN DUTIES AND RESPONSIBILITES

Management

* To prepare and monitor the 24-hour duty rota and to ensure adequate staffing levels at all times.
* Be aware of the need to provide a healthy and safe environment for all and to draw any deficiencies to the Managers attention immediately.
* Assist the Manager with concise communication within the Hospital.
* Participate in the decision-making process with appropriate persons.
* Comply to and promote the Policies and Procedures of the Hospital.

Professional Responsibility

* Carry out all nursing duties in relation to the guidelines of Nursing and Midwifery Council and regulatory bodies.
* Be a credible role model for all staff.
* Be up to date with revalidation to maintain professional registration.

Education and Training

* Ensure that professional knowledge is regularly updated allowing for change within nursing education.
* Attending meetings, study sessions, working groups or similar attendances which are in the interest of professional development.

Quality/Standards

* Participate as delegated in writing standards for effective delivery of high-quality client care.
* To undertake monthly audits of care notes.
* Supervise the implementation and monitoring of agreed standards on a day-to-day basis.
* Undertake monthly audits of medication administration

Budgets/Contracts

* Be aware of the need to make effective use of available resources within the Hospital.

Miscellaneous

* Undertake any other duties as may reasonably be required by management.
* Be prepared to undertake “On call” duties as part of this role.
* Carry out the monthly drug order
* To undertake any other duties as may responsibly be required by the management.

The Job Description is not exhaustive, and employees are required to be flexible in order to meet the needs of the service, which may change at short notice.

Any permanent amendments to this Job Description will be made with the post holder.