

## PERSON SPECIFICATION

### WARD MANAGER Band 7– ADULT IN-PATIENT REHABILITATION SERVICE

|                                      | ESSENTIAL   | DESIRABLE  | HOW TESTED                       |
|--------------------------------------|---|--|----------------------------------|
| <b>TRAINING &amp; QUALIFICATIONS</b> | <p>Degree/Diploma in Mental Health Nursing (RMN).</p> <p>Mentorship in Practice or equivalent</p> <p>Relevant first degree or masters or willingness to study for one</p>   | <p>Degree/Post Graduate Degree in Nursing/Management.</p>  | <p>Application and Interview</p> |
| <b>EXPERIENCE</b>                    | <p>Substantial experience of working in mental health services.</p> <p>Relevant demonstrable experience of managing people.</p> <p>Experience of Bed Management within a Mental Health Unit/Hospital.</p> <p>Experience of providing line management supervision and clinical supervision.</p> <p>Practical experience of providing high quality care and exceeding expectations.</p> <p>Experience of conducting risk assessments with mental health patients.</p> <p>Conducting staff appraisals</p> <p>Experience of leading staff through change.</p> <p>Experience in working MDT.</p> | <p>Working with people who use substances</p> <p>Experience in Working in Mental Health rehabilitation settings.</p> <p>Experience of working within the MAPPA framework</p> | <p>Application and Interview</p> |
| <b>SKILLS &amp; ABILITIES</b>        | <p>Leadership skills (motivating, using initiative, change management).</p> <p>Use of initiative under minimal supervision.</p>   | <p>Able to undertake Project work</p>  | <p>Application and Interview</p> |

|  |   |  |  |
|--|---|--|--|
|  | <p>Knowledge of the treatment model and management approaches for individuals with complex, severe and enduring mental health who pose a high level of risk.</p> <p>Ability to assess, plan, implement and evaluate patient care &amp; act accordingly if untoward changes occurred.</p> <p>Able to provide supervision &amp; support to junior staff &amp; students.</p> <p>Ability to build constructive relationships with warmth and empathy, using good communication skills.</p> <p>Ability to treat patients with respect and dignity.</p> <p>Excellent verbal &amp; written communication skills.</p> <p>Maintain patient confidentiality</p> <p>Ability to use computers to access patient information and send and receive email with attachments</p> <p>Demonstrates the ability to manage work under pressure<br/>Sensitive to colleagues and able to promote a positive motivating environment.</p> <p>Able to recognise signs of stress in self &amp; others.</p> <p>Recognise own abilities and limitations and be willing to engage in &amp; learn from reflective practice.</p> <p>Able to use basic computer software packages such as MS Word and Excel<br/>Trained in and able and willing to actively participate in TMVA (Therapeutic Management of aggression and Violence).</p> |  |  |
|--|---|--|--|

|   |   |  |   |
|---|---|--|---|
| <p><b>KNOWLEDGE AND UNDERSTANDING</b></p> | <p>Knowledge of the rehabilitation process and approaches and the need to be motivated in order to motivate staff and patients.</p> <p>Ability to think and work creatively and sensitively with clients to improve their living skills and adapt to their limitations as a result of their illness.</p> <p>Working knowledge of Mental Health Act 1983/2007; inc Part III of the Act</p> <p>Knowledge of medication rounds and the safe storage and administration of drugs.</p> <p>Knowledge of, and ability to follow, NMC code of conduct.</p> <p>Working knowledge of Care Programme Approach (CPA).</p> <p>Knowledge of new developments in nursing.</p> <p>Knowledge of Risk assessment and management.</p> <p>Knowledge of current developments in mental health care and nursing practice.</p> |  | <p>Application, Interview</p>                     |
| <p><b>OTHER</b></p>                       | <p>Sickness (or attendance) record that is acceptable to the Trust: to be checked at interview.</p> <p>Declared medically fit by the Occupational Health Department to perform the duties of the post.</p> <p>Motivated to provide the highest standard in a changing service.</p> <p>Awareness of Health &amp; Safety issues.</p> <p>Awareness of the importance of Equal Opportunities.</p> <p>Willingness to undertake further training relevant to clinical area.</p>   | <p>Experience of working within a multicultural framework.</p> | <p>Application, Interview, employment checks.</p> |

