

## Job Description

<b>Job Title:</b>	Deputy Inpatient Unit Manager
<b>Band:</b>	E
<b>Location:</b>	Rowcroft Hospice, Ella's Gardens, Avenue Road, Torquay, TQ2 5LS
<b>Reporting to:</b>	IPU Manager
<b>Job purpose:</b>	Our Vision is to make every day the best day possible for patients, and those closest to them, living with life-limiting illnesses in South Devon. As a member of our Inpatient Unit Leadership Team you will deliver this by working in co-operation with our IPU manager to deliver effective management and leadership to our IPU team to maintain evidence based patient care.

### Our Values:

Honesty & Integrity Generosity of Spirit Respect Team Player

### Key Roles and Responsibilities

1. Work with the IPU Manager to manage and lead our team of employees and volunteers within our Inpatient Unit to deliver exceptional care in line with our strategic aims and ensure safe staffing levels are maintained at all times.
2. Undertake line management of a nominated employee group on IPU and ensure the efficient management of the Inpatient Unit in the absence of the manager. Undertake annual appraisals and informal feedback to employee group.
3. Enable effective open communication within the immediate IPU team, the multidisciplinary team and the wider hospice organisation.
4. Be an excellent role model of professional nursing standards and Rowcroft's values and culture. Lead by example having the highest standards of evidence based patient care and meet the expectations of your professional body.
5. Lead shifts in partnership with the nursing team and safely delegate the care of patients as appropriate. Work in collaboration with the medical team.
6. Continually strive for and assist with the implementation of quality improvement including audits and reporting.
7. Participate in the senior nurse on call rota.
8. Be aware of budgetary restraints and make effective use of resources. Be involved with ordering of equipment and resources in conjunction with the IPU manager.
9. Take reasonable care for your own safety and the safety of others. Adhere to all Health & Safety requirements, including Covid-19 secure processes and procedures.



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10. Identify your own learning and development needs undertake continuous professional development and actively engage in clinical supervision, maintaining an objective and innovative practice.
11. Promote a culture of continuous learning and development and wellbeing. Identify your own learning and development needs and ensure your mandatory and essential training is up to date. Help to create an environment that is continually critically questioning practice and promoting learning.
12. Play an active part in team meetings and ensure your mandatory and other relevant training is kept up-to-date.

This list can never be exhaustive but covers most of the work you'll be doing - always with talent, initiative and a commitment to great customer service.

### **Infection Prevention**

All Rowcroft Hospice employees in both clinical and non-clinical roles are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections including MRSA.

You agree to the following responsibilities:

- To decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings;
- To take part in mandatory infection control training provided;
- To responsibly manage your own infections (other than common colds and illness) that may be transmittable to patients, including to contact Occupational Health for guidance.

### **Place of Work**

This role has been identified as an on-site worker (works at a Rowcroft site for the majority of their working time).

This will be fully discussed and agreed with the postholder to meet individual and business needs.



**PERSON SPECIFICATION**  
**Deputy Inpatient Unit Manager**

Attributes	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Registered Nurse with significant post registration experience</li> <li>• Teaching / mentoring experience</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification in palliative care / care of the dying or a demonstratable commitment to work towards this.</li> <li>• Advanced communication skills training</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge of clinical procedures underpinned by evidence.</li> <li>• Proven experience of management and leadership skills</li> <li>• Knowledge of complex symptom control and end of life care</li> <li>• Proven effective communication skills with patients / families, staff and wider multidisciplinary team.</li> <li>• Proven experience of managing change.</li> <li>• Able to effectively manage multiple demands on your time.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Palliative care, oncology or other relevant healthcare experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a team</li> <li>• Experience of audit processes</li> <li>• Experience of quality improvement measures</li> </ul>
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Leadership through creative problem solving, a positive can-do attitude and a willingness and desire to ensure all who come into contact with Rowcroft have the best possible experience.</li> <li>• Proven ability to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing and able to volunteer for at least one Rowcroft event each year.</li> </ul>

