

Job Description



Job Title:	Deputy Inpatient unit Manager/Myton at home service
Department:	Patient and Family services
Reports to:	Inpatient Unit Manager
Responsible to:	Director of Patient and Family Services
Primary Work Base:	Warwick

(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)

Role Purpose:

To deputise and support the Ward Manager in leading the nursing team in developing, delivering and maintaining high quality palliative care to patients, and support to patients and their families. To facilitate and maintain an atmosphere that reflects the Hospice philosophy and palliative care approach. This post will ensure there is close communication across the Myton at Home and Inpatient teams, providing support across the community and inpatient setting as needed and work closely with the Deputy manager in Myton at home

Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day-to-day work.



Main Duties & Responsibilities

1. To act as an innovative and enthusiastic role model, providing leadership, guidance and advice to staff on operational and professional issues. To promote an honest and transparent culture. To maintain morale.
2. To act as a clinical role model, ensuring clinical expertise and practice is enhanced.
3. As a specialist practitioner, to assess, plan, implement and evaluate the holistic nursing care delivered to patients within an evidence-based framework.
4. By example and through the monitoring of planned care, to ensure that a palliative care approach is promoted within the clinical area.
5. To ensure a clinical learning environment where students, junior staff and those on placement achieve their learning needs. To ensure expertise is shared with the wider health community.
6. To facilitate others to be proactive in preparing and delivering clinical information to promote the effectiveness of the MDT, acting as an equal member.
7. To ensure that high standards of nursing care are given and maintained, and to take appropriate action when standards are not being maintained.
8. To abide by the policies and procedures of the Myton Hospices, the guidelines and code of conduct of the Nursing and Midwifery Council and the regulations and standards of the Healthcare Commission.
9. To act as a clinical resource to others and to ensure the effective coordination of services to meet patients'/relatives' needs.
10. To ensure equipment is used safely, stored appropriately and securely and maintained as per manufacturer's instructions.
11. In partnership with the sister, supervise and be responsible for the care delivered in the clinical area to patients from part time visiting staff such as Hairdresser, Chiropodist and Dietician etc.
12. Provide support and facilitate the induction and education of volunteers. Ensure appropriate levels of communication for them to fulfil their role. To plan volunteers rotas.
13. Provide support to relatives and carers in their bereavement and be aware of the impact on other patients, junior staff and volunteers.
14. Access services for patients by referral to services within the Hospice and external agencies. Support junior staff in building their skill of how, when and why to refer.
15. To ensure the department has appropriate link nurses and support them in undertaking that role.
16. To participate in rostered off duty, rotating onto night duty as necessary. To deputise for the Ward Manager in taking 24 hour responsibility of clinical leadership for the department.
17. To participate in clinical audit as required by the organisation and the Clinical Governance agenda.
18. To be aware of the political influences affecting clinical care.

Management

1. Deputise for the Ward Manager in the management and organisation of the department.

2. Exercise effective leadership and communication skills with the Ward Manager, patients, relatives and members of the MDT.
3. Support the Ward Manager in the management of human and other resources effectively within the budget allocation. This includes performance management and the management of sickness absence.
4. To ensure an appropriate skill mix when planning rotas, delegating tasks etc.
5. Participate as necessary in the recruitment, induction and retention of staff and volunteers.
6. To create and maintain accurate contemporaneous patient records and to ensure all staff adhere to Myton Hospices and the Nursing and Midwifery Council guidelines for record keeping.
7. Ensure effective and efficient use of resources in conjunction with Deputy Sister to meet budgetary requirements. Through effective leadership ensure time, resources and staff are utilised and developed to their best potential.
8. In liaison with the Ward Manager and after training, undertake and participate in the annual appraisal process of junior staff. Ensuring that identified needs are fed back.
9. To promote systems, such as clinical supervision and reflective practice, to enhance own clinical skills and those of more junior staff.
10. To monitor and promote a safe working environment by supporting and undertaking risk assessments in liaison with the Ward Manager.
11. To initiate and monitor programmes of induction for nurses and medical staff.
12. Where appropriate delegate tasks to more junior staff, to increase the skills of others and ensure the smooth running of the service.
13. Through prudent stock control, ensure the best use of resources.
14. Maximise best use of clinical resources by involvement in, and planning of the admission and discharge processes and arrangements.
15. To promote a culture of safety for staff, patients and visitors within the work environment and throughout the Hospice.
16. Ensure the timely completion of all documentation such as clinical adverse events by all staff.
17. Participate in the senior staff on call rota.

Education

1. Through the appraisal system identify the learning needs for staff.
2. Through appraisal, set own realistic objectives with the line manager, which may include a period of alternative practice.
3. Keep abreast of current changes in nursing practices, Palliative care and management/leadership theory, to ensure own personal and professional development.
4. Support and participate in informal and formal programmes education as required.
5. To promote the role of preceptor and mentor, ensuring junior staff and students and those of placement meet their learning requirements.
6. Promote a culture of enquiry within the field of learning by attending and encouraging others to attend study days, conferences etc.
7. Assist the Ward Manager in undertaking audit in the clinical area and implement recommendations or actions identified to make improvements.
8. Attend all mandatory training as required.
9. Liaise with and support the Myton Hospices fundraising department.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed June 2025