

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Sister/Charge Nurse Neonatal Unit |
| **Reports to** | Clinical Nurse Manager Neonatal Unit |
| **Band** | Band 6 |
| **Department/Directorate** | Neonatal/Specialist Services |

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| **JOB PURPOSE** |
| The overall job purpose of the Neonatal sister is to provide clinical and managerial leadership to the nursing and multi-professional team within the Neonatal Unit. This includes acting as a clinical leader and an expert practitioner liaising, guiding and advising the multidisciplinary team and external agencies in the provision of optimal care of babies and their parents.  This will require the Neonatal Sister to regularly review the clinical records of patients under their sphere of responsibility, to evaluate the effectiveness of the standard of care planning and delivery and to use the results to work with the team to improve patient outcomes. Within their leadership role they will be responsible for providing feedback on the evaluation of good and poor practice to team members ensuring effective role modelling and mentorship to the team.  They will also be expected to play a proactive role in quality and service improvement and working closely with the Neonatal Nurse managers, Matrons and multidisciplinary team assessing and auditing of clinical standards of care within their clinical area. This includes ensuring a good working environment in which all babies and their families receive a high standard of clinical care. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Lead and support the neonatal team in delivering expert, family-centered care while fostering professional development, maintaining a responsive ward environment, and deputising for the Clinical Nurse Manager as needed.  Maintain clinical excellence and professional accountability by leading evidence-based, patient-centered neonatal care, ensuring compliance with standards, fostering multidisciplinary collaboration, and driving continuous quality improvement.  Ensure effective team communication, staffing, and service delivery within the Neonatal Unit, while promoting staff development, patient feedback, and continuous improvement in a well-managed, high-quality care environment.  Contribute to achieving strategic and operational goals by aligning team performance with competencies, service improvements, and length of stay targets.  Assist in managing resources by monitoring budgets, addressing financial issues, and promoting cost-effective practices within Trust guidelines.  Ensure health, safety, and governance by identifying risks, enforcing policies, supporting incident reporting, and maintaining staff training compliance.  Drive service improvement by engaging staff, applying change strategies, and incorporating patient feedback and benchmarking.  Support team development by promoting clinical education, facilitating learning opportunities, and addressing barriers to professional growth.  Ensure competency and safety through regular appraisal, mandatory training, and compliance with infection control and workplace policies. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * NNU Team | * Social care | | * Bramble Team | * Community Nursing Team | | * Obstetric Team | * Health Visitors | | * AHP’s | * South West Neonatal Network | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| To work within the nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy. Be professionally accountable for all aspects of own work, including the management of patients in your care. To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Facilitate and maintain effective communication within the Neonatal Team and with the wider multidisciplinary team. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing. To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustment Plan patients care, managing an individual caseload of complex patients effectively and efficiently.  To co-ordinate direct referrals within the speciality and to provide assessment of patient’s needs.  Plan & organise day-to-day service provision. |
| **PATIENT/CLIENT CARE** |
| To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include at times communicating highly sensitive information. To provide emotional, psychological and practical support to babies and their family/carer throughout their pathway and to facilitate communication between families and professionals.  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required. To support the development of care pathways for patients with relevant specialist conditions. |
| **POLICY/SERVICE DEVELOPMENT** |
| Promote a culture of continuous improvement and transformation, enabling all change management activity, providing expertise, advice and guidance to staff and working with staff groups and change champions as required. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Work with Clinical Nurse Manager to maintain and review as appropriate the pay and non-pay budget. This responsibility involves:  • Review procedures and practices to attempt to reduce wastage and/or cost.  • Continually reviewing with teams, the resource allocation and spend in relation to their sphere of responsibility.  • In collaboration with the clinical nurse manager, identifying appropriate action plans to resolve any resource problems  • Identifying to the clinical nurse manager any areas of potential cost improvement or service efficiency.  • Demonstrating an awareness of local and Trust wide financial and budgetary guidelines.  • Authorising nurse bank expenditure within financial framework. |
| **HUMAN RESOURCES** |
| Supervise junior members of the staff as applicable (e.g. Health Care Support Workers or Registered Nurse).  • Support senior staff in recruitment and interviewing processes in line with Trust practices and procedures.  • Take an active role in the mentoring and supervision of student nurses and junior staff  • Provides teaching in practice to other staff and students through clinical supervision and facilitation  • Assist in the delivery of education and training for the wider Multidisciplinary Team. |
| **INFORMATION RESOURCES** |
| • Ensure clear, accurate and concise records are kept in accordance with all regulatory requirements including the Data Protection Act.  • Ensure that data entry is accurate.  • Respond to data queries within a timely manner.  • Demonstrate awareness of the Ethics Committee Procedures through prompt reporting of Serious Adverse Events, submission of Trust application, protocols, advertisements and amendments. |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice. To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups. To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, and taking blood. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role. The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time |
| **MENTAL EFFORT** |
| The work pattern is occasionally unpredictable and subject to interruption. The post holder will require resilience to deliver specialist nursing care in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people. |
| **EMOTIONAL EFFORT** |
| Work with patients and their families/care during emotionally distressing and uncertain times. The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their babies’ condition and treatment. Ability to adapt to an unpredictable workload. Frequent exposure to distressing or emotional circumstances. |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting Occasional aggressive behaviour when dealing with face to face complaints. Regular use of VDU. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Sister/Charge Nurse |

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| **Requirements** | **At recruitment** | **At appraisal** |
| **QUALIFICATION/ SPECIAL TRAINING**  First level registered Nurse/Midwife  Neonatal QIS modules or equivalent  Experience of clinical team leadership  A degree or diploma post registration qualification or equivalent | E  E  E  E | E  E  E  E |
| **KNOWLEDGE/SKILLS**  Good leadership skills and managerial experience  Evidence of changing practice in a clinical setting  Evidence of involvement in standard setting and clinical audit  Ability to apply research findings and support evidence-based practice  Knowledge of budgetary control issues  Excellent communication skills  A commitment to improving patient services  Awareness to the Matrons Charter | D  D  D  D  D  E  E  D | E  E  E  E  E  E  E  E |
| **EXPERIENCE**  Co-ordination on a daily basis the clinical and educational requirements as defined by the Clinical Nurse Manager within the Neonatal Unit.  Assess, plan, implement and evaluate clinical care of babies and their families.  Develop programmes of care and care packages.  Implement policies and propose changes to practice arising from e.g. audits, complaints.  In conjunction with the Nurse Managers, deliver an efficient effective service within budgetary constraints. | D  E  E  E  E | E  E  E  E  E |
| **PERSONAL ATTRIBUTES**  Excellent interpersonal skills.  Positive and enthusiastic attitude.  Flexible and adaptable.  Commitment to openness, honesty and integrity in undertaking the role. | E  E  E  E | E  E  E  E |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E | E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | \* |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | \* |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y | \* | \*\*\* | \* |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  | \* | \*\*\* |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | \* |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  | \* |
| Night working | Y |  |  |  | \* |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | \* |
| Mental Effort | Y |  |  |  | \* |
| Emotional Effort | Y |  |  |  | \* |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | \* |  |  |