J

O

B

D

E

S

C

R

I

P

T

I

O

N



***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust Values”***

|  |
| --- |
| **JOB DETAILS**  |
| **Job Title**  | Ward sister / charge nurse  |
| **Reports to**  | Lowman Clinical Nurse Manager |
| **Band**  | 6  |
| **Department/Directorate**  | Endocrine |

|  |
| --- |
| **JOB PURPOSE**  |
| The overall job purpose of the Sister is to provide clinical and managerial leadership to the nursing and multi-professional team. 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 optimum patient care.This will require the 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.S/he will also be expected to play a proactive role in quality and service improvement and working closely with the Matron and multi-disciplinary team, assist in the auditing of clinical standards of care within their clinical area. This includes ensuring a good working environment in which all patients receive a high standard of clinical care. |
| **KEY WORKING RELATIONSHIPS**  |  |
| The post holder will be within Lowman ward.Key working relationships with* Clinical Matron,
* Clinical Nurse Manager,
* Nurse Specialists,
* Divisional Management team,
* Clinical Director/Leads.
* In addition, all members of the multi-professional team, including nursing and medical staff, allied health professionals and support workers as well as internal and external stakeholders.
* Specialist nurses

The patient consists of adults requiring a variety of interventions and with a variable level of dependency from acute to palliative.The post holder will supervise junior members of staff, learners, patients, families and carers in the conjunction with the senior nursing team. |
| **ORGANISATIONAL CHART**  |
|  |
| **PRINCIPAL DUTIES AND RESPONSIBILITIES - LEADERSHIP** |
| Support the department to meet the requirements set out in CQC standards, professional validation and audits**.**Work alongside the management team and key clinical education leads to ensure quality healthcare education and training for staff. |
| **CLINICAL STANDARDS**  |
| As clinical leader of the team be responsible for completion and/or maintenance of:* Hand hygiene compliance audits
* Pressure ulcer assessments
* Falls risk assessments
* Pain assessments
* NEWS 2 Scores
* Standards of documentation
* Clinical observations / interventions which are recorded accurately and responded to effectively
* Standards for drug administration
* For monitoring effective patient assessment and evaluation processes within their sphere of responsibility
* Other quality indicators within their sphere of responsibility
* Clinical team working that ensures that within 24 hours of admission to the clinical area, every patient, in conjunction with his or her carers, has a predicted date of discharge..

Undertake care in a manner that is consistent with:* Evidence based practice and / or clinical guidelines
* Multi-disciplinary team working
* Legislation, policies, procedures
* Patient-centred care
* Compliance with the local delivery of infection control practice as defined by National recommendations and local policies.
* An environment that is fit for purpose in delivering safe and effective patient care and is responsive to the needs of patients and their carers recognising the importance of individual privacy and dignity.

Contribute to quality improvement, and take appropriate action, informing the Matron when there are concerns in the areas of:* Conduct of Care
* Scope of Professional Practice
* Multidisciplinary Team Working
* Data & Information Gaps
* Ineffective Systems
* Poor communication
* Workload issues
* Poor individual or team practice
* Complaints
* Financial and resource implications
* Health and safety deficits
* Patient Flow
* Infection Control rates
* Pressure Ulcer rates
 |
| **EDUCATION** |
| * To establish an active learning environment for all grades of staff within the department allowing staff to develop to their full potential.
* Contribute to improvements in service quality, delivery and outcomes through staff education and continual professional development.
* Helping to maintain a suitable learning environment for staff; collaborate with nurse/support colleagues, specialists and other disciplines to provide regular teaching and learning opportunities for all staff.
* Implementation of department induction programmes, preceptorship and mentorship.
* To support team leaders within the department to ensure that all staff attend mandatory training and receive continuing development.
* To assist in the developing and maintenance of orientation packages for new staff and contribute to their orientation to the Department.
* To be responsible for the dissemination of information regarding new or updated clinical practices, guidelines and policies to all practitioners and ensure their implementation.
* Assist in the development of training materials to an agreed standard.
* To support the candidate in the management of their portfolios, electronic and paper based, within their area.
* Develop assessment frameworks and competencies as required under guidance of the CNM.
 |
| **LEADERSHIP AND MANAGEMENT**  |
| * To act as an appropriate and effective role model at all times.
* To act as an effective mentor and preceptor to support all staff in promoting education and training.
* To act as a resource, supporting and motivating staff members. Prepare, teach and demonstrate practice, applying theory to research based practice.
* To challenge, advise and give constructive feedback.
* Creates an environment in which individuals take ownership for their own development in clinical education.
* Develop assessment frameworks and competencies as required under guidance of the CNM.
 |
| **CLINICAL IT SKILLS** |
| **Have a full understanding of the following:*** My Care – Understanding and improving
* Reviewing Clinical Documentation
* Reviewing Medication Documentation
 |
| **PROFESSIONAL STANDARDS**  |
| * To work at all times within the framework of the NMC code of professional conduct, within NICE guidelines and Hospital policies.
* To always act in a professional manner.
* To be responsible for his/her own professional development and participate in own ‘Performance and Development planning’ with the CNM.
* To participate in staff appraisal, staff development and in-service training activities.
* To undertake further training and academic qualifications as relevant to the role and service requirements.
* To assist staff with preparing for their revalidation with the NMC.
* To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
* To develop and maintain teaching and presentation skills.
 |
| **HUMAN RESOURCE** |
| **Contribute to quality improvement, and take appropriate action, working with the Clinical Matron when there are concerns in the areas of:** * Conduct of Care
* Scope of Professional Practice
* Multidisciplinary Team Working
* Data & Information Gaps
* Ineffective Systems
* Poor communication
* Workload issues
* Poor individual or team practice
* Complaints
* Financial and resource implications
* Health and safety deficits
 |
| **OTHER RESPONSIBILTIES**  |
| * To work clinically as required.
* To contribute to and work within a safe working environment.
* To be responsible for ensuring confidentiality and safekeeping of patient records.
* Establish and maintain strong, cross-departmental and inter-professional working relationships to share best practice and encourage learning.
* The post holder is 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.
* 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.
 |
| **THE TRUST- VISION AND VALUES**  |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust values. Our Trust values are:* Compassion
* Inclusion
* Integrity
* Empowerment

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing. We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |
| **POST**  | Ward Sister / Charge Nurse  |
| **BAND**  | 6 |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/SPECIAL TRAINING*** First level registered Nurse/Midwife (or relevant professional registration)
* Recent clinical knowledge and experience within an acute environment, underpinned by theory CPD.
* Recognised mentorship qualification, preferably a ‘sign off mentor’ or equivalent experience of mentoring staff in the clinical environment.
* Teaching Qualification (e.g. Cert.Ed., CIPD Diploma, PTLS, CTLS, City & Guilds 7307, 7300 or equivalent)
* Manual Handling key trainer
* Basic Life Support key trainer
* Blood Champion
* Experience of clinical team leadership.
* Advanced clinical skills including venous access, catheterisation, nasogastric tube management and IV/TPN drug administration.
* Evidence of a Post Graduate degree or equivalent experience
 | **DD**EEEEE | DDDDD |
| **KNOWLEDGE/SKILLS*** 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.
* A commitment to improving patient services.
* Knowledge of the trust probationary and performance management policies to be able to advise Matrons when required.
* Ability to work under pressure in a dynamic environment and manage difficult situations.
 | EEEEEE |  |
| **EXPERIENCE*** Experience of clinical team leadership and management
* Recent experience in delivering education and training sessions
* Experience of assessing clinical competence in the workplace
* Experience of working with patients with eating disorders and complex restraint.
 | EE | DD |
| **PERSONAL ATTRIBUTES** * Excellent communication and interpersonal skills
* Positive and enthusiastic attitude
* Flexible and adaptable.
* Compassionate and caring with a commitment to openness, honesty and integrity
* Ability to work on own initiative and take responsibility for decisions
* To have an innovative and flexible approach
 | EEEEEE |  |

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

**COMPETENCY REQUIREMENTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | 🞏 | Blood Transfusion | BDS18 collection | 🗹 | Consent Training | 🗹 |
|  | Group 2 | 🗹 |  | BDS 19 & 20 Preparing & Administering  | 🗹 | VTE Training | 🞏 |
|  | Group 3 | 🞏 |  | BDS 17 Receipting | 🞏 | Record management and the nhs code of practice | 🗹 |
|  | Group 4 | 🞏 |  | Obtaining a blood sample for transfusion | 🗹 | The importance of good clinical record keeping  | 🗹 |
|  |
|  | Group 5 | 🞏 |  | Annual Update | 🗹 | Antimicrobial Prudent Prescribing  | 🞏 |
|  | Group 6 | 🞏 |  |  |  | Control & Restraint - Annual | 🗹 |
| Not mapped this one |  | 🞏 | Safeguarding Adults Awareness  | Clinical Staff  | 🗹 | Mental Capacity/DOL’s | 🗹 |
|  | Group 8  | 🞏 | Non Clinical Staff  | 🞏 |  |  |
| Manual Handling – Two Year | 🗹 | Falls, slips, trips & falls  | Patients | 🗹 |  |  |
| Equality & Diversity – One-Off requirement | 🗹 |  | Staff/Others | 🞏 |  |  |
| Fire | Annual | 🗹 | Investigations of incidents, complaints and claims | 🞏 |  |  |
|  | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | 🗹 |  |  |
| Infection Control/Hand Hygiene | Annual requirement | 🗹 | EPRAT  | 🗹 |  |  |
|  | One-Off requirement | 🞏 | PUCLAS  | 🗹 |  |  |
| Information Governance | 🗹 | Clinical Waste Management | Application principles for clinical staff  | 🗹 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | 🗹 | Application principles for housekeeping  | 🞏 |  |  |
|  |  | Application principles for portering and waste  | 🞏 |  |  |