

## Candidate Pack

For

## Junior Charge Nurse-Band 6 Emergency Department



North Middlesex University Hospital NHS Trust is a medium sized District General Hospital based in Edmonton in Enfield, North London. We serve a diverse multicultural population largely from the London boroughs of Enfield and Haringey. Many of our patients live in wards that are within the 5% most deprived in the UK and a large proportion of our patients were born abroad. This makes it both a fascinating and a challenging hospital to work in.

Over the last decade we have rebuilt almost all of the hospital and now have facilities that we are proud to work in. We employ over 3,500 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local Health Watch.

We are primarily an emergency led hospital with more than 90% of our bed days being used for patients admitted via our emergency and ambulatory units. As well as offering everything you would expect from a major acute hospital we have a number of tertiary services treating patients with HIV and Sickle Cell Disease and a large cancer and radiotherapy service. We also run our local community Sexual Health Clinics.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our priorities:

### 1. **Providing Outstanding Care**

We will provide:

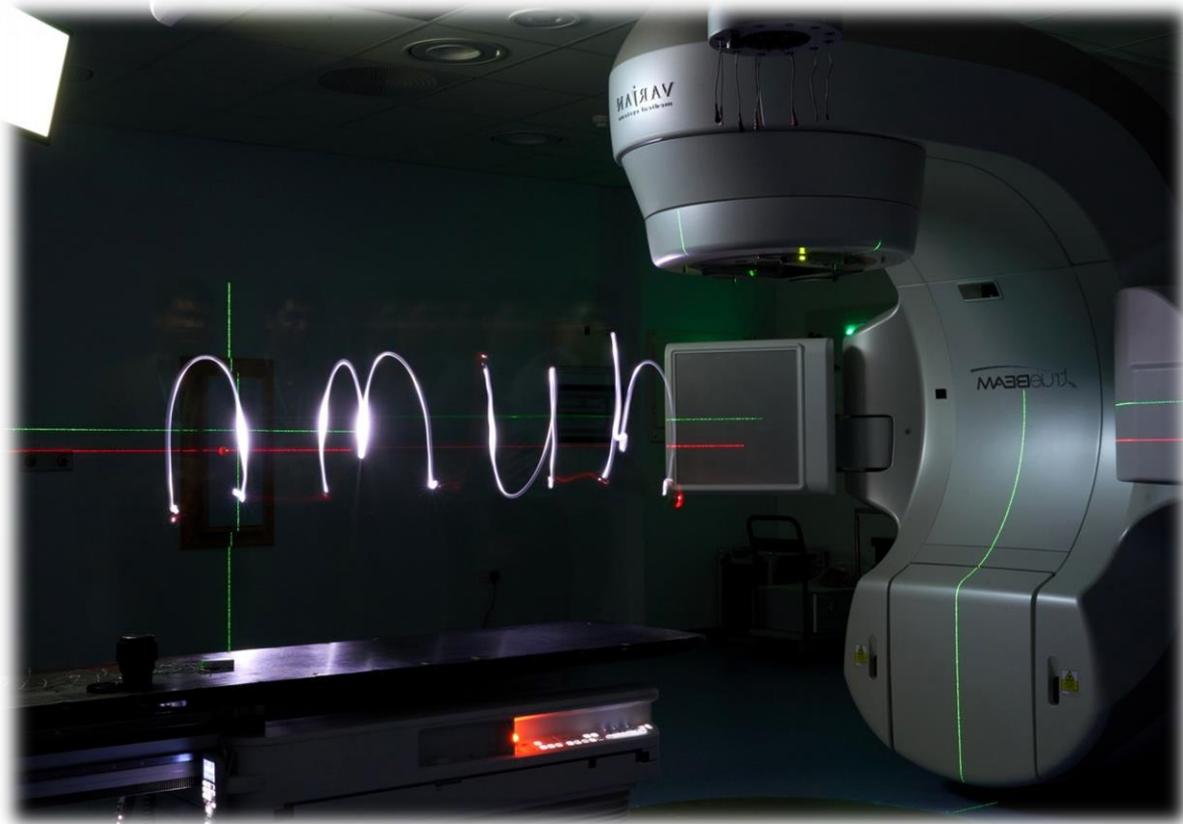
- Excellent outcomes for patients
- Excellent experiences for patients and staff
- Excellent value for money

### 2. **Partnering with Others**

We will work closely with our system partners to integrate health and care and broader public services, and guide you towards the best services for you.

### 3. **Keeping Healthy**

We will use every opportunity we have to promote wellbeing, providing information and education for our community.



## Additional Information

### Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust,

- our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

### Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- A equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

### Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

### Road Access and Public Transport

Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

### Follow us on social media





## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> </ul> <p>We are always looking for opportunities to develop all our staff and our services</p>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

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<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

Last reviewed:

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

### Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



## Job Description

Position Junior Charge Nurse

Salary/Band 6

Location Sterling way, London

Hours 37.5 per week

Responsible to ED Matron

Accountable to Divisional Director of Nursing

## Key Working Relationships

Nursing grades (of all levels), Doctors (of all levels), admin and clerical staff, clinical site management, hot floor team, ward staff, community staff, clinical nurse specialist and specialist teams, flow team, service management and general management team.

## Job Summary

The post holder will have the responsibility for the triage and assessment of patient care needs and the development and/or the implementation and evaluation of these care programs.

Be designated to take charge of a named area within the department and deputies for the Band 7 Nurse in Charge as required operationally.

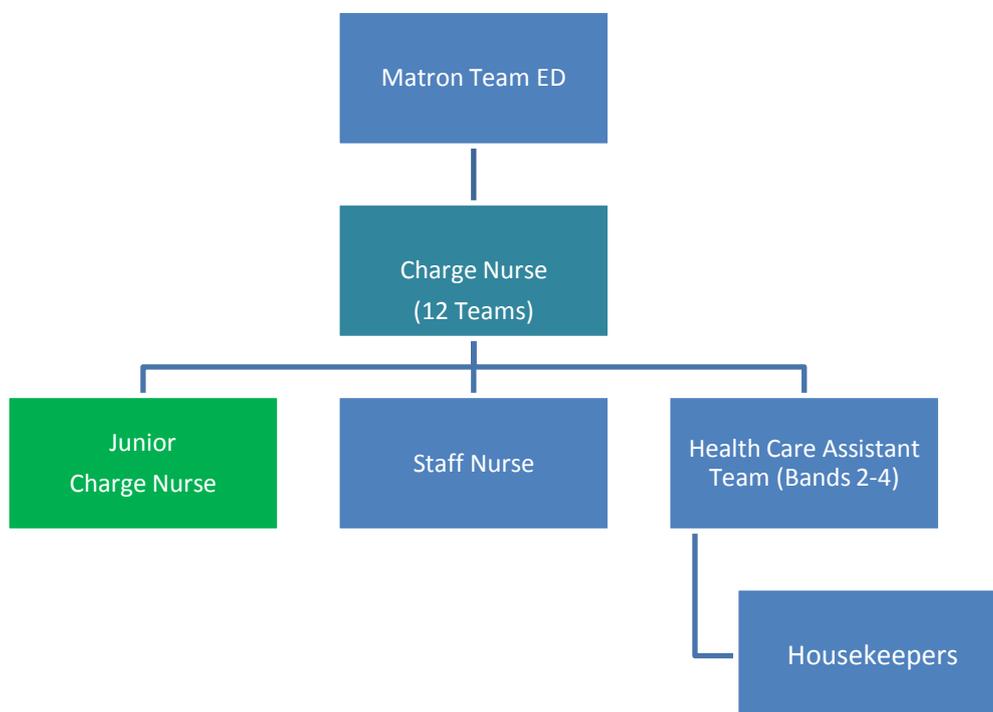
The post holder to be responsible for the deployment and supervision of group of staff's during a shift period. Supervise, support and guide junior staff in regard to nursing and managerial requirements.

## Introduction to the Department

Welcome to our "GOOD" rated Emergency Department. We are striving to reach Outstanding. We aim to provide the best care and quality in the emergency department, working with our community and hospital partners to ensure the best

onward pathways for our patients. We are one of the busiest acute hospitals and see around 600 patients a day in our ED. We have been on a large transformation journey meaning we now have a multimillion pound new build ED, fantastic multi-disciplinary team morale, outstanding models and pathways and a dedicated development team for ED. We are a nursing team with high standards and are looking for exceptional nursing staff to join our team.

## Organisation Chart



## Duties and Responsibilities:

### Clinical Leadership & Care of Patients:

1. Lead allocated number of staff ensuring the promotion and maintenance of a high quality and safe standard of care
2. The maintenance of an acceptable environment for patients, staff and visitors reporting and taking appropriate action
3. Responsible for attending essential training/update sessions to retain clinical skills.
4. Reporting to the Lead Nurse or Matron in the absence of the Sister/Charge Nurse, any untoward incidents occurring in the department
5. Ability to complete relevant paperwork regarding untoward incident
6. Ensure that all forms of communication are used effectively in the interests of patient care

8. Care and control of medication and controlled drugs, ensure Trust systems used are for safe administration, the ordering and maintenance of stock
9. Ensure works within Trust/Unit policies in order to maintain professional, clinical and patient safety
10. To undertake advanced practical skills, such as ECG recording, suturing, intravenous drug administration, cannulation and phlebotomy following successful completion of recognised training acceptable to meet the Trust policies and procedures and local standards.
11. Effective communication care information and manage queries to patients, their relatives/carers and the multidisciplinary team members
12. Attend team meetings on a regular basis and feedback to other team members.
13. Assess care needs, the development and implementation of programmes of care and participation in the evaluation of these with junior staff
14. Demonstrate the knowledge and expertise to take appropriate action in emergency situations
15. Monitor and maintain the highest standards of hand hygiene and environmental cleaning practices
16. Implement and monitor the principles of infection control and the prevention of cross infection with supervision

### **Professional Role**

1. Maintain professional portfolio.
2. Maintain clinical study to fulfil professional registration and Trust requirements.
3. To be aware of the requirements of professional practice and the maintenance of NMC requirements regarding registration.
4. Recognise how nursing research may inform our clinical practice.
5. To participate in staff development, contributing to the review of all staff.

### **Improvement & Development Role**

1. Maintenance and monitoring high environmental standards for patients, staff and visitors, reporting and taking appropriate action on hazards and faulty equipment.
2. Report to and seek advice from the Nurse in Charge of the department in regard to patient care and managerial issues when appropriate
3. Ensure that communication is used effectively, both written and verbal, in the interest of patient care through the multidisciplinary team
4. Instigate discharge planning of patients and informing the discharge team of issues and patient/relative requirements/requests
5. Implement the Trust's Corporate Governance Strategy with regard to meeting the necessary standards of accountability, financial control, patient and public involvement and the delivery of clinical outcomes.
6. To deal with complaints promptly in accordance with Trust policy, utilising duty of candour.
7. Able to use a computer and all the electronic software with ease and efficiency.
8. Actively teach, support, supervise and guide of junior nursing staff, in addition to other members of the multi-disciplinary team
9. Advise on the promotion of health and prevention of illness

- 10. Maintain own professional/clinical requirements
- 11. Undertake a minimum of once yearly appraisal with Team Leader to ensure meeting organisational objectives and your required development plan

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### Care and compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

**This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties may change to meet the needs of the service or because of the introduction of new practices or technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.**

### Trust standards

#### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

#### Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

#### Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorized persons or organizations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

#### Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs

courteously and efficiently. In order that staffs understand the principles of customer care and the effects on their particular post and service, full training will be given.

### **Infection Control**

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

### **Smoking Policy**

The Trust provides a smoke free work environment.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorized person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Clinical Governance**

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

### **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

### **Safeguarding Vulnerable People**

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Polices are based.

### **Code of Conduct**

Staffs are required to comply with the Trust's Staff Code of Conduct, a copy of which is available on the Trust's website. This policy is for all staff working at the North Middlesex University Hospital NHS Trust. Our Code of Conduct is based on the

NHS Values as set out in the NHS Constitution and exists to help ensure that both patients and staff have the best experience possible from their time at North Middlesex University Hospital NHS Trust.

### Additional information

#### Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

#### Benefits

Childcare voucher through Kids Unlimited, Cycle to Work Scheme, car leasing, season ticket loans, subsidised restaurant facilities, and much much more.

#### Road Access and Public Transport

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#### Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

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## Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

## Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

## PERSON SPECIFICATION

**Post: Junior Charge Nurse Band 6**

**Department: Emergency Department**

Criteria	Essential	Desirable	Measurement
Education and qualifications	RN Degree A&E Course.	Teaching qualification Leadership and Management Qualification ALS. ANTC/Equivalent Paediatric Experience	Application
Skills and abilities	Cannulation & Blood Taking Plaster of Paris IV drug administration Resus & Trauma Experience Communicate effectively Prioritise and manage workload Work within team Computer skills Triage and streaming skills Ability to use own initiative, work independently, be accountable and managing and balancing risk then documentation and ensuring all plans are well communicated.	Experience in health roster and roster management. Suturing Minor injuries skills Conflict resolution Mental Health Training	Application & Interview
Experience and knowledge	Experience in ED. Experience of supervising and supporting junior staff.	Experience of implementing research and innovation into practice.	Application & Interview
Personal qualities	Ability to communicate with all without discrimination. Flexible approach to work. Ability to work within a pressurised environment. 24/7 mixed shift pattern.		Application & Interview
<b>Trust Values</b>	Demonstrable ability to meet Trust values		A/I/T

Last reviewed:



**North Middlesex  
University Hospital**  
NHS Trust

*Last Reviewed: June 2021*

Our  
**values**

