

Candidate Brief
Sister Oral & MFS & Plastics
April 2024



Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called Surrey Downs Health and Care.

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website www.suttonhealthandcare.nhs.uk.

Job Description

Job Title:	Sister
Grade:	Band 6
Hours:	37.5 hours
Department:	Oral Surgery - Planned care
Reports To:	Senior Sister/Matron
Professionally Accountable to:	Head of Nursing

Responsible for:

Providing Clinical Expertise and visible leadership and support for the Oral Surgery/MFS/Plastics department. Enabling staff to ensure that the fundamentals of care are correctly and actively in place and that highest standards of holistic care are achieved. To directly manage the nursing staff in the absence of manager. The expectations of this role will be met by professional leadership, skilled and expert practice and management, direct clinical care, education and training.

Job Summary

To have responsibility for the following aspects of care and management:

- Develop and update protocols and related practice in line with current research
- Care delivered to patients and monitoring of standards of care
- Selection, deployment, training and development of staff and students
- Assesses and develops and implements specialised nursing packages of care and works collaboration with the multi-disciplinary team to maintain standard
- To create and support an environment of lifelong learning and continuous professional development
- Refers and orders specialised tests in line with agreed protocols and clinical governance guidelines.
- To assist in the development of evidence based practice in the service.
- Educational strategies that ensures patient care needs are met.
- Provides highly specialised nursing advice to ensure appropriate treatment and care delivered to the patient at all times.
- Is accountable for the provision, organisation and direction of the nursing care for the patient in his/her care.

Duties of the post

- Clinical Practice
- Professional leadership and management

- Education, research, training and development
- Evaluation of care and research
- Human Resources

Main Responsibilities and Duties

Clinical Responsibilities

1. Create an environment that builds Respect in everything done and everything asked of the team.
2. Is responsible for the setting of standards for nursing practice and for care involving the multi-disciplinary team. Works to achieve the quality standards set and monitors the quality of care delivered using clinical standards and takes necessary action to ensure excellence in nursing practice. Bases standards upon relevant research where possible.
3. Ensures that care is patient-focused and that patient dignity and privacy are maintained at all times
4. Practices in accordance with the NMC Code of Professional Conduct and other appropriate NMC guidelines.
5. Ensures due regard is given to the customs, values and spiritual beliefs of patients and colleagues and that equal opportunities are practised.
6. To provide psychological and emotional support to patients undergoing treatment.
7. Takes an active role in maintaining effective communication with all disciplines, patients and relatives.
8. Represents patients at multi-disciplinary meetings ensuring that their needs are assertively presented.
9. Participates in the safe storage and administration of medicines in accordance with Trust Policy.
10. Ensures that all clinical and legal nursing documents are completed accurately and legibly and that their relevance is understood and confidentiality maintained in accordance with Trust policy and NMC guidelines.
11. Takes responsibility for the ward/department for rostered shifts including the redeployment and supervision of staff..

12. Responsible for the management and coordination of nursing within the department in the absence of Band 7.
13. Assists with the maintenance of necessary equipment and supplies in order to carry out nursing care with efficiency and safety.
14. Has knowledge of the structure of referral mechanisms for multi-disciplinary teams.
15. Is an effective and consistent leader and ensures that communication is effective between patients, relatives and members of the multi-disciplinary team. Communicates with staff in other areas of the unit to ensure that, when necessary, patient care is transferred safely from one part of the unit to another. Cascades information to relevant groups of staff.
16. Ensures that Trust and department policies and procedures are understood and practiced by staff. Acts according to the Health and Safety Act, other relevant legislation and safe lifting and handling practice, ensuring that all training of staff is documented.
17. Adopts a philosophy of care for the department and organises the nursing team and wider MDT to provide continuity of care. Represents patients at multi-disciplinary meetings ensuring that their needs are addressed
18. Understands the role of Clinical Governance in the management of patients and the training and education of staff. Assesses the risks involved in the care of patients and develops integrated pathways and protocols to minimise those risks. Reports incidents and near misses promptly and appropriately and takes effective action to minimise the risk in the future.
19. Assists with the coordination and manages complex case meetings with members of the inter disciplinary team.
20. Participates in reviews that are undertaken Trust-wide and reflects a corporate approach in the implementation of practice.
21. Works in collaboration with other department managers.
22. Has the ability to manage clinical area effectively to minimise and identify unnecessary risks.

Clerical Duties

1. Assists in the accurate collection of data relating to patient activity that may be requested for audit purposes.
2. Protects patient's confidentiality and acts according to the Data Protection Act.

Human Resources

1. Selects and recruits staffing in accordance with Values-based recruitment. Is responsible for the orientation, preceptorship and training of new staff, including junior clinicians and administrative and clerical workers. Is responsible for the continuing training of existing staff in both clinical skills and statutory training e.g. fire and resuscitation.
2. Assists retention of staff by promoting professional and personal growth of staff using Individual Performance Review and Clinical Supervision. Organises rotation of staff for professional development and other relevant training.
3. To support, advise and empower the workforce in pursuing professional development. To provide feedback and educational counselling to staff in relation to their progress

Education Training and Personal Development

1. To be a source of highly specialist clinical and educational knowledge.
2. Participates in research, which will improve nursing care, contribute to nursing knowledge in the unit and to the profession as a whole. Works in collaboration with other specialist nurses. Co-operates with relevant studies run by other professional groups.
3. Develops learning resources.
4. Develops the learning environment for all students. Works with tutors to see that staff are trained as mentors and assessors and sees that objective setting and assessment of students and trainees is prompt and constructive.

5. Provides education and training for patients, their carer's and other personnel, where necessary, to enable them to understand their condition and to care for themselves safely at home. Provides written information to support this. Ensures that discharge planning is efficient and effective and that all relevant parties have the opportunity to participate in the process and are kept informed.
6. Is responsible for own professional development. Agrees own personal, professional and service objectives according to Individual Performance Review with the Matron and the Head of Nursing. Ensuring up to date evidence based skills, knowledge and competence for the role requirement.
7. Undertaking of appropriate leadership and progression training.
8. Works to ensure staff are capable and have the necessary skills to work with a complex patient who has health care needs that are unpredictable in nature. Has the ability to manage clinical area effectively to minimise and identify unnecessary risks.
9. Continually monitor standards of clinical care and lead and facilitate improvements of care, benchmarking, audit and research

Financial Responsibility/Service Delivery

10. Awareness of business planning procedure within the division. Is able to work with the senior team in the negotiation and planning of additional staff resources where necessary.
11. Is aware of the operational policies for maintaining and ordering supplies necessary to the function of the ward.

Person Specification

Grade: Band 6 Sister

Department: Oral Surgery/MFS/Plastics Department – Planned care

	Essential	Desirable	Method of Assessment
Qualifications and Training	<p>Registered General Nurse, Degree Level or relevant experience</p> <p>ENB 998 or equivalent Mentorship qualification</p> <p>Evidence of continuing education & clinical & professional development</p> <p>Understanding of current NHS strategies including Clinical Governance</p>	<p>Mentorship course or equivalent</p> <p>Competence in additional technical skills (e.g. venepuncture, cannulation)</p> <p>Diploma or degree education</p> <p>Understand ICM/IPM</p>	Application/ Interview
Experience	<p>Previous relevant nursing experience within Oral Surgery/MFS/Plastics</p> <p>Proven experience with change management</p> <p>Evidence-based practice</p>		Application/ Interview
Knowledge and Skills	<p>Excellent interpersonal</p> <p>Excellent written & verbal communication skills</p> <p>Knowledge of Audit and standard setting Knowledge of recruitment, selection and disciplinary procedures.</p> <p>Leadership / management Skills</p>	<p>Counselling skills</p> <p>Computer skills</p> <p>Presentation and teaching skills</p>	Application/ Interview

Personal Attributes	Self aware Assertive, approachable, conscientious, Professional, kind and loyal, reliable Supportive to colleagues		Application/ Interview
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