
JOB DESCRIPTION

Job Details

Job Title:	Sister/ Charge Nurse
Division:	Heart & Lung
Base:	Wythenshawe Hospital F5/F2
Full Time:	Full time/Part time
Band:	Band 6

Organisational Arrangements

Reporting to:	Ward Manager
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Job Purpose

The post holder will be the identified lead in the absence of the ward manager. Their role involves collaboration with the Ward manager in ensuring delivery of high calibre care, and efficient use of facilities, manpower and other resources. The post holder will assess, implement, plan and evaluate the delivery of direct patient care and provide advice and guidance to the multidisciplinary team.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder.

Competencies/Clinical responsibilities

- Support the ward manager in the organisation and management of multi-disciplinary, patient centred care.
- Create and maintain effective communication with the multi-disciplinary team, patients, and relatives.
- Undertake comprehensive health care needs assessment of patients, reassessing as appropriate.
- Undertake and promote practice sensitive to the needs of patients and relatives from multi-cultural backgrounds.
- Assess, plan, prioritise, implement and evaluate nursing interventions to meet patients' needs.
- Facilitate patients, relatives and carers to take an active role in care given.
- Manage the nursing team's activity, which satisfy agreed standards at Local or Trust or National levels.
- Take a lead role in and demonstrate the Trust standard in patient flow to ensure compliance.
- To support the ward manager in monitoring the action of others to whom responsibility for patient care has been delegated.
- Lead on the monitoring of agreed standards of care.
- Be the voice on clinical issues at directorate meetings.
- Demonstrate the mandatory competencies of the Trust, attending all required mandatory updates.
- Safe use and handling of equipment and appliances.
- Undertake various treatments and procedures as appropriate.

Education, Training & Audit (Clinical Governance)

- Promote a learning environment within the clinical area of responsibility.
- Implement a process of cascade learning.
- Demonstrate practical application of specialist knowledge gained.
- Demonstrate the sharing of knowledge and skills to others.
- Support the dissemination and implementation of evidence based care
- Support the ward manager to ensure all members of the nursing team receive a meaningful annual appraisal.
- Demonstrate provision and development of specialist teaching to nursing staff in collaboration with the Multi-disciplinary team.
- Support the ward manager in the development, implementation, monitoring and evaluation of standards in effective patient care.
- Lead, where appropriate, in multi-disciplinary clinical audit
- Liaise with the practice educator facilitators with regards to pre-registered learners and the educational audit updates.
- Support the ward manager to ensure effective preceptor / mentorship system is in place and maintained for all students and new members of staff.

Managerial

- Demonstrate effective leadership at all times.
- To be responsible in the absence of the Unit Manager for managing risk in the ward area in accordance with the Trust Risk policies and arrangements.
- Utilise Trust's Policies, Procedures and Guidelines actively contributing to their development.
- Demonstrate efficient use and utilisation of resources, taking any recommendations to the ward manager.
- Ensure the philosophy of multidisciplinary team working occurs in your area of responsibility.
- Support the ward manager with implementing change.
- Promote a positive welcome and department culture.
- Support the ward manager to ensure a proactive approach is taken when considering safe staffing levels in the immediate and near future, considering acuity and dependency.
- Ensure an awareness of local and Trust issues and have a team approach to problem solving and supporting the division.
- Participate and contribute to the ongoing support of the Directorate as appropriate i.e.: deputising, internal rotation
- Deal personally with patients, relatives or visitors who make a complaint in line with Trust policy.
- Demonstrate advisory skills to new junior staff in dealing with complaints.
- Be proactive in the recruitment and retention of staff for your area and ensure a proactive approach to safe staffing.
- Implement and undertake staffs appraisal and training needs analysis.
- Ensure attendance at Ward meetings at which broad professional and service issues are discussed and assist the ward manager to cascade information to all staff.
- Deal with sensitive information of both patients and staff taking the appropriate action.
- Managing and dealing with emotional and aggressive situations as they arise.
- Have an awareness of available resources with respect to staff and patients emotional and psychological issues, and escalate concerns to the ward manager.
- Effectively manage the ward, in the absence of the ward manager, taking decisions and actions appropriate for your role and area.
- Manage effectively admission / discharges to your area utilising all relevant resources available to you.
- Support the ward manager to ensure Health roster is developed 4-6 weeks in advance and is representational of unit needs and skill mix profile.
- Support the ward manager with sickness and absence management, completing return to work interviews and employee health and wellbeing referrals as appropriate and in line with the Trust.
- Use available IT resources as per trust guidance.

Clinical Governance

- All staff must take care of their own safety and others who may be affected by their actions or omissions.
- Co-operate with their managers to maintain safe systems and safe workplaces.

- Report and investigate any accidents/incidents or ill health, failings in premises equipment or personal protective equipment.
- Report and investigate clinical and non-clinical incidents through the Hospital reporting system taking appropriate action.
- Carry out the investigation of the RCA/SI as appropriate.
- Lead and promote shared learning.

Professional

- Responsible for own practice in line with the NMC Code of Conduct
- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Contribute to the supervisory and peer review process.
- Act as a role model at all times.

General & Corporate Duties

Risk Management

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management/ Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with

management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Infection Prevention

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Safeguarding

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

Supplementary Information

Effort and Environmental Factors

Physical Effort

The role entails physical effort to manoeuvre patients and equipment

The role will involve walking and moving around the ward / department and occasionally to other destinations within the trust.

Mental Effort

Dealing with a variety of professionals, patients, carers and relatives who will have differing needs and requirements.

Frequent requirement for concentration when dealing with patient related issues e.g. checking of documents, results, calculating drug dosages.

Emotional Effort

Frequent exposure to and having to deal with situations that can / are distressing, difficult or aggressive.

Working Conditions

The role will involve frequent exposure to and handling of bodily fluids, waste and unpleasant smells.

Person Specification: Band 6 Sister/ Charge Nurse

Attributes	Essential	Desirable	Method of Assessment
Education/ Qualifications	Registered nurse Evidence of post qualification study	Assessor / mentor qualification	Interview Application NMC check
Experience	Minimum 3 years Post registration experience in relevant specialties. Evidence of motivation Leading and coordinating a team and working autonomously		Interview Application References
Skills	Good communication: written, verbal and electronic Able to assess, plan, implement and evaluate care Time management	Change management	Interview Application
Knowledge	Knowledge of clinical governance Up to date knowledge of current and professional issues	Understanding or involvement in clinical audit	
Aptitudes	Positive approach to work Demonstrate leadership skills Effective team worker Able and willing to work flexible shift patterns, internal rotation to day and night duty and unsocial hours Satisfactory attendance record		Interview Application Employee Health & Wellbeing References