NHS
University Hospitals of Derby and Burton
NHS Foundation Trust

Job Description

JOB TITLE	Junior Sister/ Charge Nurse
GRADE	Band 6
REPORTS TO	Senior Sister / Charge Nurse
ACCOUNTABLE TO	Senior Sister / Charge Nurse
DEPARTMENT	*To be completed by business unit*
DIVISION	*To be completed by business unit*
DATE	October 2021

JOB PURPOSE:

The Sister / Charge Nurse take responsibility and is accountable for delegated nursing care within the clinical environment. They provide nursing leadership and are accountable for patient, public and staff experience. They will lead, offer clinical advice and support management of services to ensure the delivery of high quality, effective, and compassionate nursing care. This will be in line with local, Trust wide and national policies, procedures, values and behaviours.

ORGANISATIONAL CHART

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                    Matron / Lead Nurse
                           |
                           v
        Senior Sister / Senior
        Charge Nurse  -----------> Sister / Charge Nurse
            |                            This Post
            |                                |
    +-------+-------+              +---------+----------+
    v               v              v                    v
Registered     Assistant      Support Workers    Health Care Students
Nurses         Practitioners                     on placement
               Nursing        Apprentices
               Associates
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Dimensions
No of staff, budgets, targets relevant to this post)

Core JD PS V1 sister/ charge nurse KK/KH June 2019

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To be completed by business unit

KEY RELATIONSHIPS

Internal
- Senior Sister / Charge Nurse / Matrons / Lead Nurses / Divisional Nurse Directors / Deputy Divisional Nurses
- Operations team, flow team and senior nurses
- Lead nurses in infection control, tissue viability, safe guarding, discharge
- Corporate teams including nursing, HR, finance, audit, transformation, facilities management, learning and education & Professional Standards
- Multi-professional teams including medical, Allied Health Professionals (AHP), pharmacy and Health Care Scientist (HCS)
- Senior management and leadership teams including board members

External
- Approved Education Institutions (AEI)
- Care Quality Commission (CQC)
- Health Watch

KEY RESULT AREAS

Prioritise people

1. A culture of inclusion, equality and diversity, reflecting the best interests of patients, public and staff is promoted

2. Complex and changing health and social care activities are coordinated in an unpredictable clinical environment, across 24 hour periods, and effective assessment, implementation of fundamental care is delivered, which is evaluated. Care is patient focused and individualised

3. Supports the care team to understand the ward / department philosophy of care, which reflects the Trust vision, values and objectives

4. Is visible and accessible as a leader in the clinical setting. Is a role model and someone for whom patients, staff and public can turn to for assistance, advice and support.

5. Trust policies and procedures are implemented, monitored and adhered to

6. The ward / department is coordinated on a day-to-day basis reflecting HR policies and procedures, including staff performance / sickness and absence. Staff will be coached, supported and appropriately signposted to other agencies

7. Systems and processes are in place for patients to receive high quality care across the 24 hour period and clinical staff feel empowered to make their own decisions in the sister /charge nurse absence, reflecting the ward / department philosophy of care

Practise effectively

8. Delivery of clinical practice is based on policies, guidelines and evidence base to improve the outcomes and experiences of patients

9. Professional clinical advice and judgements will be provided to the multi-professional care team in relation to patient care and achieving positive patient outcomes and experiences

10. Safe, effective high quality care will be delivered with compassion, dignity and respect

11. Documentation will be accurate, legible and timely relating to current patient recording systems, both written and electronic. Information Governance will be adhered to and action will be taken to address deficits and or escalated appropriately

12. All available methods of communication will be maximised and networks established within and external to Trust

13. Will participate in writing reports and make sense of appropriate evidence data and dashboard metrics to support narrative

14. Will contribute to ensuring safe staffing through skill mix; and concerns will be escalated

15. Will participate in selection and recruitment of staff to clinical areas which will reflect values based recruitment processes and the Trust HR policy.

16. Will contribute to efficient and effective use of resources

17. Will support staff retention through promoting the nursing profession, stretching flexibility, being creative and adaptable in ways of working, while providing safe staffing

18. Will contribute to change

19. Will support Senior Sister / Charge Nurse with the care team's health and well-being and staff will be signposted to appropriate support strategies.

20. Will participate in new initiatives and campaigns to enhance patient outcomes and experiences

21. Will ensure staffing template (safe care) is consistently updated, and solutions are put in place to address deficits; while concerns are escalated

22. Will engage with the Care Quality Commission (CQC) as appropriate

23. Will actively be a ward champion / link for an agreed area of interest

Preserve Safety

24. Cleanliness of the ward / department will reflect the national standards; including PLACE assessment and challenges to poor practices with remedial actions agreed. Concerns will be escalated

25. Health and safety of patients, the public and staff will be adhered to and actions identified to address deficits or potential harm will take place. Clinical risks will be reported and investigated according to Trust policy

26. Security and safety in the clinical environment will be adhered to, reflecting legislation, Trust policy and procedures. Timely actions to address deficits will take place

27. Will support the safe and consistent patient admission, flow and discharge will be maximised in collaboration with stakeholders, and concerns will be appropriately escalated. Will respond to business continuity plan and make adjustments as required

28. Will participate in inquiries, accidents, incidents, complaints and never events concerning patients, public and staff. Learning from these will be maximised and embedded into the clinical environment

29. The clinical environment will demonstrate a culture of speaking-up, learning, and appropriately acting on concerns. Escalation will be made to senior levels of management

30. Appropriate referrals are made to safeguarding, tissue viability and community services, and they are followed up

31. New digital technology will be embraced and staff supported to maximise their digital literacy skills

32. Will support the Senior Sister / Charge Nurse to ensure staff in clinical environments will be held to account to be clinically competent, capable and appropriate personal development plans will be put in place and monitored as required

Promote Professionalism and Trust

33. Good standards of behaviour will be role modelled and the standards and values of the nursing profession, NMC Code and Trust will be upheld

34. On agreed occasions may provide duty roster unit cover which will include offering clinical and staffing advice, making safe staffing decisions in collaboration with matron / lead / senior nurse. Attendance at and contributing in bed meetings is required when providing duty roster cover

35. Will deputise for Senior Sister / Charge Nurse, (working within own scope of capability and competence of the clinical area), providing clinical advice, including skill mix and safe staffing decisions, and escalates areas of concerns

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36. All students, staff and volunteers will be nurtured, educated, developed and provided with guidance and support. There will be a culture to enable all learners to reach their full potential and progress. Local induction, preceptorship, mentorship, mandatory / essential to role training will occur timely, and is documented

37. Own continuing professional development and competence to practice, including ensuring own NMC revalidation is completed. Will act as a NMC revalidation confirmer as required

38. Will participate in appraisal and personal development plans. Appropriate delegation of activity will take place.

39. Will engage in practice development in the clinical environment and participate in role redesign, transformation, transaction, standardisation of practice and reduction in variation

40. Ward / departmental successes, achievements and compliments will be celebrated and disseminated locally

41. Will participate in audit, research and development to support achievement of the best possible outcomes and experiences for patients, public and staff

42. Regular attendance will take place at agreed meetings with the Senior Sister / Charge Nurse, matrons, lead nurses, Divisional Nurse Director

43. Will keep self-informed with the chief nurses strategy

This job description is not exhaustive and is seen as a guideline for the post of junior Sister / junior Charge Nurse. It may be reviewed and changed in discussion with the post holder.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	**Desirable**
Education, Training and Qualifications CPD Requirements	NMC registration & revalidation requirements. Significant post registration experience, and experience at a band 5 post	Evidence of degree / working towards higher degree or equivalent experience
Experience & Knowledge	Evidence of management / leadership skills gained through theoretical knowledge and or experience. Experience of mentoring, supporting, coaching and developing staff	Specific knowledge of the clinical area / speciality. Evidence of teaching/ nurturing Provides advice

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Skills and Ability	Responsibility & Accountability Is a decision maker Able to assesses associated risks and takes appropriate action Manages the clinical workload, prioritising and re-prioritising Contributes to safe/ safer staffing	Deputising for senior sister / charge nurse
Communications and interpersonal skills	Communicates condition related, sensitive information to patients, public and staff. Understands and overcomes barriers to communication and acceptance	Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills.
Values and Behaviours	Evidence of: Openness (inclusive, collaborate, listen) Compassion (kindness, integrity, thoughtful) Excellence (responsibility, CPD, boundaries)	
Other requirements	Contributes to change	Contributes to standardisation

Person Specification

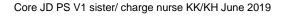**Communication and relationship skills (include internal/external contacts)**

Communicates condition related, sensitive information to patients, public and staff. Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills. Understands and overcomes barriers to communication and acceptance. Has awareness of coaching skills. Able to provide constructive feedback. Can be diplomatic and escalate appropriately

Knowledge, training and experience

NMC registration & revalidation requirements. Demonstrable post registration experience. Evidence of leadership skills gained through theoretical knowledge and or experience. Knowledge of the clinical area / speciality. Evidence of degree / working towards degree or equivalent experience. Experience of mentoring, supporting and developing staff. Understanding of learner assessment strategies and healthcare students curricula's. Evidence of teaching. IT Literate. Meets mandatory and essential to role requirements

Analytical and judgemental skills

Ability to identify problems / seek advice/ identify solutions. Prioritises problems, assesses associated risks and takes appropriate action in ward environment.

Planning and organisational skills

Manages the clinical workload, can prioritise and re-prioritise as necessary and coordinates the work of students and of the team members are planned and adjusted according to changing clinical situations. Contributes to planning and adjusting staff rotas/ E-roster reflecting adjustments made due to skill mix and safe staffing

Physical skills

Developed physical skills to ensure accuracy and dexterity required for clinical procedures. Standard key board skills

Responsibilities for patient / client care

Assess, develops, plans, implements and evaluates individual or specialist programmes / package of care based on evidence base. Provides advice and support within area of clinical practice and professional issues. Delivers high quality care which meets local and national requirements

Responsibilities for policy and service development

Follows national, Trust policies and procedures and evidence base and ensures other members of staff do likewise. Supports the development of policies/procedures for defined clinical area
Participates in and supports and change. Contributes to standardisation and reducing variation.

Responsibilities for financial and physical resources

Contributes to taking responsibility for effective management of resources and safe use of equipment. Ensures maintenance of equipment and takes responsibility for the appropriate safe handling and storage of patient's personal possessions.

Responsibilities for human resources

Manages the defined clinical area. Line Manager for staff within the defined clinical area. Supports undertaking of appraisals, staff development needs are identified and confirmers NMC revalidation. Follows management of HR policies, including management of performance & sickness /absences. Participates in the recruitment and selection of staff. Acts as a mentor / preceptor / clinical supervisor and coach to staff.

Responsibilities for information resources

Accurately maintains patient/staff records, maintains contemporaneous records. Adheres to Information Governance standards

Responsibilities for research and development

Participates in audits and research within own clinical area. Uses the results of audit, research, dash-board metrics to inform own and others clinical practice.

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Freedom to act

Sister/ Charge Nurse in defined clinical area. Works within NMC Code and reflects Trust vision, values and objectives. Work is managed rather than supervised. Phone holder at business unit level or below on agreed occasions. Deputises for Senior Sister / Senior Charge Nurse on agreed occasions

Physical effort

Physically able to perform the full range of nursing care duties. Will be required to visit other areas when providing business unit cover/ deputising. May be required to attend events across all 5 sites

Mental effort
Frequent concentration required in routine and in unpredictable work situations.

Emotional effort

Deal with distressing and emotional circumstances relating to patients, public and staff.

Working conditions

Works in an environment where there is exposure to unpleasant working conditions and hazards

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:

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Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.

Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

COMPASSION + OPENNESS + EXCELLENCE

Together we are #TeamUHDB

P — Putting our patients & our communities first

R — Right first time

I — Invest our resources wisely

D — Develop & nurture our colleagues

E — Ensure improvement through effective partnerships

Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

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The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:
- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".