

Job Description

Job Title:	Sister/Charge Nurse
Job Band:	Band 6
Department:	Paediatrics
Responsible to:	Lead Nurse

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing excellent healthcare, improved health for all.



Job Summary

The post holder will be designated to take charge of the Ward regularly, being responsible for the management of the ward during the shift, including the organisation of the ward activities and the management of staff and resources. Must have recent experience of working in an acute setting.

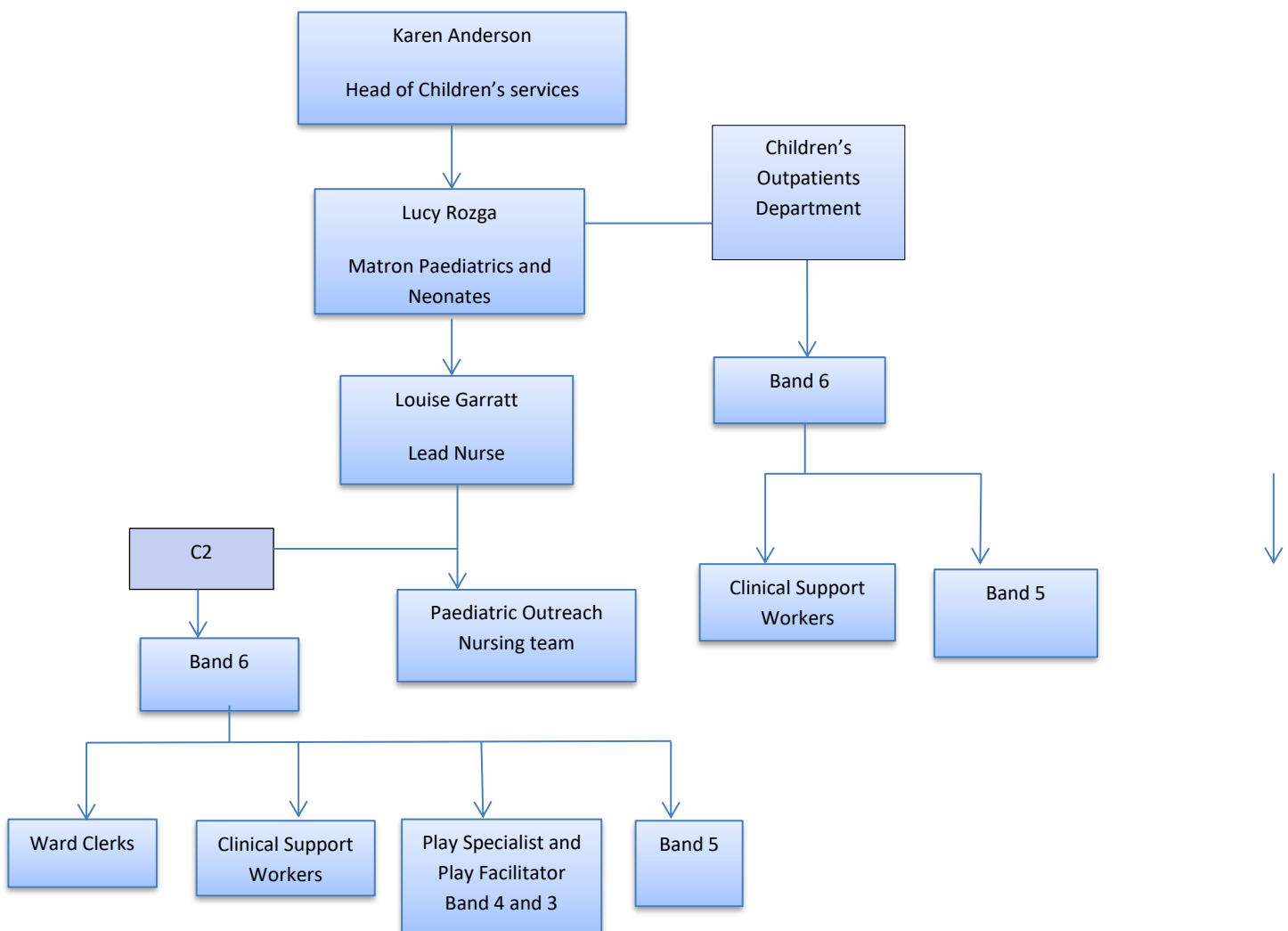


The post holder will have direct involvement in the delivery of a high standard of care to the patient and their relatives.

The post holder will be responsible for identifying and writing of guidelines, policies and standards relating to children/young people in line with Government and Trust directives and monitoring standards through audit and evaluation.

The post holder will participate in the education and training of nursing students and will act as a role model to junior staff and other team members.

Structure Chart



Principal Duties & Responsibilities



Clinical and Professional Leadership

1. Must have recent experience of working in an acute setting.
2. To take overall responsibility for the co-ordination and safe, effective management of the ward/nurse station on a shift-by-shift basis.
3. To participate in the paediatric resuscitation team on a rostered basis and respond to paediatric resuscitation calls as needed Trust wide as required.
4. To have knowledge and skills relevant to the clinical setting and be responsible for the delivery of clinical expertise in all aspects of patient care.
5. To promote and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust.
6. To be responsible for the delivery of high standards of effective patient care, ensuring individual programmes of care are assessed, planned, implemented and evaluated.
7. To act as a professional role model, through commitment to the integration into practice of Trust policies and procedures.
8. To ensure an up to date knowledge of current evidence based practice. Participate in the research process and the implementation of research findings, where appropriate, to ensure quality of service.
9. To practice within the NMC Code of Conduct and Trust policies in order that a safe and quality service is provided.
10. To demonstrate awareness of legislation regarding client group and families (i.e. Child Protection, Mental Health) and act appropriately when required in accordance with Trust policies and procedures.
11. To promote the shared objectives of the Multidisciplinary team by working closely together to ensure that best practice is achieved by utilising local and national initiatives (i.e. Essence of Care).
12. To promote the interface between hospital and community to provide a seamless service for the client group.
13. To promote and collaborate in developing good working relationships with departments to ensure the patient journey is effective and efficient.
14. To participate in the Early Support Programme (ESP), Team Around the Child and Common Assessment Framework (CAF) when required. At times it may be necessary to



initiate and support a CAF, arranging the initial meeting until a lead professional is identified.

15. To participate in the Quality Practice Development Team meetings within the children's ward offering clinical expertise on care that may impact and affect change as necessary.
16. Be involved in establishing Trust agreed standards of care by which overall performances can be measured and evaluated, keeping up to date with clinical governance activities.

Governance

1. To work as part of the team to assist the Matron in the continuous improvement of the quality of care for babies and their families through the implementation of clinical governance activities including ensuring:
 - i. Audits are undertaken and actions are taken to make improvements.
 - ii. Clinical and non-clinical risks are identified and managed.
 - iii. Families have the opportunity to give feedback on their experiences, are involved in planning and monitoring services and are provided with information.
 - iv. Information is used effectively to improve processes and practices.
2. To work as part of the team to assist the Matron in monitoring standards within the department and assisting the Matron in regularly auditing standards of care. These include monitoring:
 - i. Generic standards of care.
 - ii. Standards of food provided for babies, children and young people.
 - iii. Standards for the general environment and cleanliness.
 - iv. Infection control practices and standards.

and instigating changes to make improvements as necessary. Ensuring these audits are undertaken in her absence.

3. To discuss babies, children and young people's experiences with them and their parents/carers in order to prevent complaints from developing and to assist the Matron in investigating and responding to complaints when they arise.
4. To ensure policies and practices are implemented which will promote the health and safety of all babies, children and young people, their families and staff.
5. To implement Trust policies in respect of Health and Safety management and design and implement safe systems of work.

Resource Management

1. To contribute to the effective management of the unit budget to ensure agreed services are delivered and income and expenditure balance is achieved.
2. To effectively contribute to the management and deployment of the team of staff and resources allocated to the department to ensure, service objectives and targets are met.



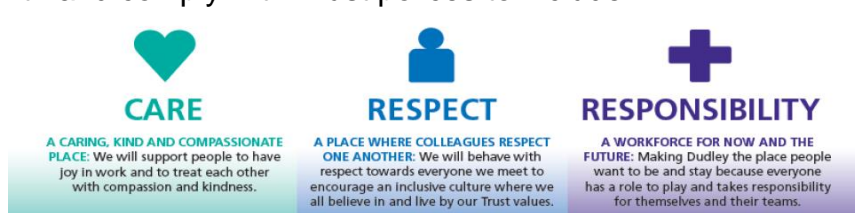
3. To manage individual staff performance effectively to include appraisal, personal development plans, sickness and absence and disciplinary processes for a specific team.
4. To manage and update the e roster system for a specific team, ensuring that off duty changes and credits are inputted.
5. To work collaboratively with other departments and specialties to ensure the effective deployment of staff within the clinical unit according to the Trust Protocol.
6. To work as part of the team to assist the Matron in developing workforce plans for the specialty.
7. To ensure Medical Devices and other equipment are maintained appropriately.
8. To assist the Lead Nurse in the recruitment and selection of new staff to the Paediatric and Neonatal clinical unit.

Education, Training and Development

1. To assist the Lead Nurse in identifying the education, training and development needs of staff and in preparing and monitoring the implementation plan.
2. To contribute to creating and maintaining an effective learning environment for all staff including students.
3. To ensure all staff have access to appropriate support and supervision mechanisms, which will enhance learning.
4. To facilitate learning for all staff by attending training, delivering training on an allocated basis, and compiling the off duty rota to release staff.

Personal

1. To keep up to date with clinical, professional, managerial developments and relevant NHS initiatives.
2. To deputise as necessary for the Lead Nurse across the full range of responsibilities.
3. To be familiar with and comply with all statutory regulations and Trust Policies.
4. To provide a positive image of the Trust.
5. To maintain and improve knowledge and expertise in current developments and future trends in relation to nursing management and practice.
6. To be familiar with and comply with Trust policies to include:



- Cardiac arrest
- Health and Safety at Work
- Fire
- Major Emergency
- Disciplinary Procedure
- Patients Property

7. To attend the following demonstrations / lectures on an annual basis:

- Lifting and handling
- Fire
- Basic life support

8. To maintain current registration with the NMC and to comply with standards set by them, including NMC Rules and Codes of Practice.

Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.



Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Prepared by:	Louise Garratt
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Job evaluation completed:	
Job evaluation reference number:	

