

**ST GEORGE'S UNIVERSITY HOSPITALS NHS FOUNDATION TRUST**

**Job Description**

<b>Job Title:</b>	<b>Junior Sister</b>
<b>Band:</b>	<b>Band 6</b>
<b>Hours of Work (p/w):</b>	<b>37.5</b>
<b>Service Centre/Directorate:</b>	<b>Cardiology / Cardiovascular Directorate</b>
<b>Base:</b>	<b>Heart Failure Unit, St George's Hospital, but the post holder may be required to work at any of the Trust's sites.</b>
<b>Accountable to:</b>	<b>Matron and Head of Nursing.</b>
<b>Reports to:</b>	<b>Senior Sister.</b>

**Responsible for:**

The management of junior staff on the ward/department and/or the provision of expert clinical practice in a specialty

**Key working relationships:**

Senior Sister, Matron, Head of Nursing, Nursing and medical staff, Discharge Co-ordinator, Practice Educator, Physiotherapists, general manager, Service managers

**Role of the Department:**

Provide excellence in care for the acutely unwell and high-risk cardiac patient.

**Job Summary:**

To support and deputise for the Ward Sister to ensure the provision of excellent nursing care and the effective management of staff and other resources. To co-ordinate the day-to-day management of the ward/department and ensure excellent communication is maintained. To ensure that there are education and training opportunities for all staff, including pre and post registration students and /or providing specialist knowledge if working in a clinical area where a post registration course is essential.

**Trust Vision & Values:**

The post holder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

*We are a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.*

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.



St George's Healthcare NHS Trust is committed to safeguarding children and vulnerable adults and expects that all staff will share in this commitment. The Trust is clear that all staff have a responsibility to be aware of children and adult safeguarding policies and procedures and that each member of staff, clinical and non-clinical, will attend child or adult safeguarding training that is provided at an appropriate level to suit their role. The Trust has the additional expectation that all staff will be able to identify concerns and know what action to take.

## **FUNCTIONS**

### **1. PROFESSIONAL/CLINICAL**

To ensure that nursing care is assessed, planned, implemented and evaluated using research evidence as appropriate.

To provide leadership, motivating the ward /department team to ensure excellent nursing care, providing support and the supervision of more junior staff.

To ensure that all nursing procedures are carried out in accordance with St George's Healthcare NHS Trust policies taking appropriate action in emergency situations.

In conjunction with the multidisciplinary team, be responsible for setting, monitoring and maintaining excellent standards of care particularly for patients with multiple needs who require complex packages of care.

Maintaining personal contact with patients, relatives and carers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.

Managing the unit/department in the absence of the Ward Sister/Charge Nurse. Co-ordinating the clinical team and delegating duties as appropriate, maintaining safe staffing levels and informing the Senior Nurse of any problems or incidents that might arise.

Ensuring that accurate and timely nursing records are maintained, monitoring standards and taking appropriate corrective action as necessary.

Storing, checking and administering drugs in accordance with Trust policy,

To work in an unsupervised capacity throughout all areas of the speciality including wards and outpatients.

To prioritise own work and that of others to ensure the ward/department is managed effectively.

To contribute to the local resolution, investigation and follow up action of any informal or formal complaints, taking the lead in the absence of the Ward Sister/Charge Nurse.

To provide specialist knowledge and expertise in a specified clinical area or speciality.

### **2 ORGANISATIONAL**

Co-ordinating the admission/reception of new patients in conjunction with the Bed Management Team.



Arranging in consultation with the multidisciplinary team and the Bed Manager the discharge/transfer of patients and initiating appropriate community care services.

Communicating and co-operating with other wards and departments giving accurate information as required, particularly with regard to notification of incidents and accidents to staff, patients and visitors.

Maintaining and monitoring a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control Policies.

Representing the ward/department at meetings participating in audit, research, Projects and co-ordinating the appointment of link nurses for areas of clinical expertise.

Maintaining and monitoring levels of stock and ensuring that there are adequate supplies and that resources are used effectively.

Handling, checking and storing patient's cash and valuables in accordance with Trust policies.

Undertake the completion of the ward/department staffing rota as a delegated Duty, ensuring that there are appropriate staffing levels and skill mix to meet patient care needs.

To take appropriate action to address unexpected changes and situations, informing the on call Senior Nurse or Manager as necessary.

To be familiar with and use the PAS system and any other computerised system integral to the running of the service.

To actively contribute to Clinical Governance and achieving the goals of the Service Delivery Unit and the Nursing Strategy.

To demonstrate a willingness to lead and motivate a team, providing clear direction and consistent leadership at all times.

In conjunction with the Ward Sister/Charge Nurse assist in the recruitment selection and retention of nursing staff.

### **3 EDUCATION AND RESEARCH**

In consultation with the Ward Sister/Charge Nurse take a lead role in the education and assessment of all pre and post registration students in accordance with the University and Trust requirements.

Undertake the regular performance review of staff, setting clear and achievable objectives appropriate to the grade and role.

Ensure that all nursing staff attend mandatory training and that attendance is accurately recorded at ward/department level.



To be responsible for personal and professional development and practice, recognising own limitations and the need for continuing education

To take a lead in initiating, implementing and evaluating new ideas and changes in clinical practice.

In conjunction with the Ward Sister/Charge Nurse plan and participate in the orientation of new staff and the development of junior staff.

Promote health education and provide appropriate information and advice to patients and their carers.

Participate in and lead quality initiatives to promote and ensure that nursing care is evidence and research based.

#### **4 GENERAL**

To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.

Ensure continued and effective registration with the NMC.

To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

To promote equal opportunities for staff and patients in accordance with St George's Healthcare and University policies to ensure that no person receives less favourable treatment than another on grounds of sex, race, marital status, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.

Be aware of and work within the policies of St George's Healthcare NHS Trust carrying out such duties as may be required and are consistent with the responsibility of the grade.



**excellent**  
**kind**  
**responsible**  
**respectful**

## ST GEORGE'S HEALTHCARE NHS TRUST

### Junior Sister band 6 Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Professional/Clinical Qualifications and Experience</b>	<p>RN (general) Minimum of three years post registration experience, of which 12 months must be in cardiology as a band 6.. Must be competent in 12 lead ECG and rhythm strip interpretation.</p> <p>Awareness of professional responsibilities.</p> <p>Knowledge of current nursing issues.</p>	Studying towards a MSC	Application Form/CV Interview Professional portfolio
<b>Organisational Management</b>	<p>Ability to prioritise work and to co-ordinate the ward or department</p> <p>Ability to assess, plan and evaluate patient care according to individual needs.</p> <p>Demonstrates an understanding of the application of leadership skills</p> <p>Has good verbal and written communication abilities</p> <p>Reliable with a good attendance record</p>	Computer literate	Interview Professional portfolio



<p><b>Education and Research</b></p>	<p>Demonstrates knowledge of the application of evidence based practice</p> <p>Relevant Specialist Course/s e.g. ECG, Heart Failure</p> <p>Evidence of Professional Development Must undertake relevant Vascular &amp; other relevant work related course/s e.g. management within 12 months of being appointed</p> <p>Demonstrates an understanding of the assessment process for student nurses</p> <p>Has knowledge of Individual performance review</p>	<p>Teaching experience</p> <p>Recognised Mentorship/ Practice Assessor qualification</p> <p>Attended appraisal training.</p>	<p>Interview Professional portfolio Presentation.</p>
<p><b>General</b></p>	<p>Motivates and demonstrates enthusiasm for the clinical speciality.</p> <p>Demonstrates a caring and sensitive approach to patient care.</p> <p>Adaptable and responsive to changing needs.</p> <p>Able to use own initiative.</p> <p>Ability to identify stress in self and others and to take effective action to manage the situation.</p>	<p>Clinical Leadership Programme</p>	<p>Interview Professional portfolio Presentation</p>

