

Job Description & Person Specification Emergency Department



‘Helping local people live longer, healthier lives’

Job Title: Junior Sister / Charge Nurse
Grade: Band 6

JOB DESCRIPTION



GENERAL INFORMATION

Department:	Trust Wide
Responsible to:	Lead Nurse/Matron
Accountable to:	Associate Director of Nursing
DBS Clearance:	Level required - Enhanced.
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service

JOB SUMMARY

As a senior nurse, the Junior Sister / Charge Nurse is expected to have responsibility for an area of the department and be expected to support the team in ensuring the smooth running of the emergency department and maintaining high standards of patient care.

The post holder would be expected to take charge of the department regularly with support from a band 7 nurse or in the absence of a senior sister. The post holder will also assist with line management responsibilities under supervision for a group of staff. Taking on increased responsibility will allow for development to prepare for the role of Senior Sister/ Charge Nurse in the future. Experience at Junior Sister/Charge Nurse level is highly desirable when appointing to Senior Sister/Charge Nurse positions.

MAIN DUTIES AND RESPONSIBILITIES

Values

The post holder will uphold and display the Trust values of Innovation, Compassion, Accountability, Respect and Excellence.

The Junior Sister/ Charge Nurse will be expected to:

- As a specialist in emergency nursing, the post holder will be able to work autonomously in all areas of the Emergency Department as required.
- Provides supervision and evaluation of nursing care within the department and overseeing individual areas of the department to ensure high quality care is maintained
- Regularly manages the flow of patients through their assigned areas of the department and maintaining excellent communication with the shift leader.



- Taking charge of the department as required with the support of a senior nurse / use of competencies.

CLINICAL

- To assess, plan, implement and evaluate programmes of care for a defined group of patients with high level of acumen
- To provide direct nursing care to his/her named patients.
- To supervise care given to patients by junior staff, monitoring standards and ensuring adherence to evidence based practice
- To maintain accurate and appropriate nursing documentation, and ensure communication and liaison with the multidisciplinary team and community agencies is maintained.
- To contribute to the continuing development of the Emergency Department philosophy.
- To be aware of and demonstrate practice based on evidence in nursing and research.
- Assign patient care to team members ensuring high quality and continuity of care.
- Participate in internal rotation within the Emergency Department including night duty.

- **MANAGEMENT**

- To manage and supervise allocated areas within the Emergency Department or to take charge of the department in the absence of a senior nurse.
- Participate and maintain the effective communication of information and data between team members, patient and family networks and offer appropriate support and advice.
- Ensure the implementation of Trust, local and departmental policies, procedures and guidelines and contribute to the formation of these as required.



- Initiate and develop new ideas and changes within the Emergency Department, which encourage staff participation and result in improvements in patient care (either directly or indirectly).
- Have responsibility for appropriate and cost effective use of resources.
- Work within the Health and Safety at Work Act, following Trust policies for reporting accidents/incidents, showing an awareness of risk management in the workplace.
- Work at all times as part of the team, liaising closely with senior colleagues, and respond positively to feedback from preceptors/colleagues.
- To assist and become involved in line management responsibilities under the supervision of a senior sister

EDUCATION

- Maintain a suitable learning environment for all grades of staff.
- Assist in the planning and implementation of induction programmes for new members of staff.
- Contribute to the learning needs of team members, student nurses and other students allocated to the Emergency Department.
- Demonstrate a continuing process of attaining education, research, clinical and leadership skills.
- Participate in, and utilise the Trust's Clinical facilitation document and with a team leader, identifying learning needs through the IPR and Personal Development Plan.
- Demonstrate a continuing awareness of groups of people who have differing needs, e.g. children and their families, older people and ethnic groups

PROFESSIONAL

- Observe the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors at all times.
- Be responsible for maintaining an up-to-date registration on the NMC register.



- Maintain a Professional Portfolio in the line with PREP requirements and Trust guidelines.
- Always work in such a manner that protects colleagues, patients and visitors from any hazards (which involves recognising and reporting such hazards should they arise).
- Ensure compliance with mandatory and statutory training for oneself and allocated junior members of staff

This is not intended to be an exhaustive list of responsibilities but rather a framework within which the post holder will be given the flexibility to define the detail in conjunction with the Senior Nurse for Practice Development and other senior members of the Nursing Team.

Personal Conduct

All staff within the Emergency Department team are expected to treat other members of staff with courtesy and respect. The hospital rules and policies, including disciplinary procedure, apply to all staff without exception.

The Nurse in Charge will always behave in a courteous manner with members of the public, patients and other members of staff. They will always be helpful, polite and welcoming. They will be proficient in communication skills with a positive body language and the ability to maintain eye contact. Uniforms will always be worn correctly.

Study Leave

Study leave will be granted at the discretion of the Emergency Department Service Manager.

<h2>Revalidation and Registration</h2>

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.



- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click:

<https://www.whittington.nhs.uk/default.asp?c=30839&q=>

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

To comply with the Trust’s Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:



- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

Our mission

Helping local people live longer, healthier lives.

Our vision

Provide safe, personal, co-ordinated care for the community we serve.

Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams



- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking



Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



Person Specification

Post:	Senior Sister/Charge Nurse	Grade:	7		
Department	Emergency Department	Candidate Name			Notes
Attribute		Essential	Desirable	How Assessed	
Education / Qualifications	RGN/RN (Adult)	x		Application	
	Post-qualification course in Emergency Nursing	x		Application	
	Mentorship Course (or willingness to undertake)	x		Application	
	ALS/ATNC/EPLS/APLS		x	Application/Interview	
	Nurse Prescriber		x	Application/Interview	
Skills & Abilities	Ability to work independently in all areas of the emergency department	x		Application/Interview	
	Able to manage own workload and supervise the workload of junior staff	x		Application/Interview	
	Use of Manchester Triage System	x		Application/Interview	
	Plastering, and wound closure skills	x		Application/Interview	
	Phlebotomy, Cannulation and IV Drug Administration	x		Application/Interview	

	Excellent verbal and written communication skills	x		Application/Interview	
	Able to work well as part of a team	x		Application/Interview	
	x-ray requesting		x	Application/Interview	
Knowledge & Experience	Demonstrable credible experience at a band 6 level in ED	x		Interview	
	Experience of managing an Emergency Department under supervision or in the absence of a senior	x		Application/Interview	
	Emergency Department Quality indicators and CQUINS	x		Application/Interview	
	Knowledge of adult and children's safeguarding principles	x		Application/Interview	
	Knowledge of evidence based practice in relation to emergency care	x		Application/Interview	
PERSONAL QUALITIES	Smart in appearance	x		Interview	
	Flexible approach to work	x		Interview	
	Professional attitude	x		Interview	
	Positive attitude to change	x		Interview	
	Highly Organised	x		Interview	
	Ability to work in high pressured situations	x		Interview	
	Able to motivate others		x	Interview	
	IT literate	x		Interview	

Other					
	Good presentation skills		x	Interview	

Completed by:

Date:

Offer post: Yes / No

Comments: