



**University  
Hospitals Sussex**  
NHS Foundation Trust

# Job Description and Person Specification

## Job Description

<b>Job Title</b>	Deputy Sister/Charge Nurse
<b>Band</b>	6
<b>Hours</b>	Full and Part time Hours
<b>Department</b>	Coombes Ward
<b>Division</b>	Surgery
<b>Location / Hospital Site</b>	Worthing Hospital
<b>Responsible to</b>	Ward Manager
<b>Accountable to</b>	Ward Manager
<b>DBS Level</b>	Enhanced DBS check
<b>DBS Barring</b>	Children's & Adults'
<b>DBS Workforce</b>	Children's & Adults'

## Role Summary

The post holder will be responsible and accountable for the professional evidence-based nursing care delivered to patients. Ensuring the highest quality, effective and compassionate care is received by the patients and their families / carers whilst on the ward. Excellent, holistic, and individualised nursing care will be delivered through assessment, planning, implementing, and evaluating. This will be in line with local, Trust wide and National policies, procedures, values, and behaviours. To support the ward manager in providing effective clinical leadership that ensures patient safety at all times together with high quality patient care. Promoting a supportive learning environment in which to supervise and mentor Staff Nurses, student nurses and Health Care Assistants. The post holder will act as an advocate whilst demonstrating effective communication and listening skills.

## Key Working Relationships

Ward Manager, Matron, Head of Nursing, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff

## Main Duties and Responsibilities

To support the ward Sister in providing effective clinical leadership that ensures patient safety at all times together with high quality patient care.

To assist the ward Sister in the effective management of prevention and control of infection within the ward area.

You will be able to communicate effectively both within the department and to external partners.

To manage a small team of nurses and be responsible for mentoring and assessing their skills and be responsible for their annual appraisals.

To manage to work within allocated resources and assist in the management of the budget.

To act as role model and expert practitioner.

To undertake delegated responsibility in the absence of the ward manager.

To manage the day-to-day activity with the ward to allow flow through the ward in a timely manner to reduce the LOS and ensure that quality of care is maintained

throughout the 24-hour period.

Participates in ensuring effective multidisciplinary communication links within the digestive diseases ward and department and in areas within the trust.

To communicate and discuss with senior members of staff @ awaydays and meetings.

To adhere to NMC guidelines on documentation accountability and responsibility for record keeping.

Responsible for effective shift handovers ensuring relevant detail is communicated and identifies and challenges any unprofessional or subjective comments made about patients.

Participates in ward rounds showing knowledge of the up-to-date situation and condition of the patients, with the ability to be able to present this concisely in an appropriate manner encouraging one stop ward rounds.

Responsible for the discharge of patients from the ward and to manage complex patient case conferences which may involve end of life care.

Support families and carers to understand complicated medical conditions.

Recognize poor standards of care amongst the MDT and be able to highlight these to the appropriate personnel at an appropriate time.

To maintain correct standards of uniform and personal appearance, as indicated in the Dress Code & Uniform Policy.

Report / action any accidents, incidents or undue occurrences reported or witnessed.

Take an active role in the management of risks, in line with Trust and Directorate policy.

Ensure your role has a positive influence on key performance indicators.

Seek consistently to improve nursing practice in line with evidence, recent best practice innovations and new developments.

Proactively manage ward level complaints and report to senior staff so that they can be dealt with according to Trust Policy.

Maintain flexibility with staff rosters in order to provide cover with the optimum skill mix, making best use of available resources.

Deal with patient/relative complaints proactively.

## **Communication**

To communicate effectively and accurately to members of the Clinical site management team in a timely way, to ensure a safe pathway and be aware of the trust operational policy.

To be able to communicate effectively and resolve concerns from outside agencies such as District nurses ICT and GP's.

Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health, and social care professionals, maintaining the focus of communication on delivering and improving health and care services.

Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect, and trust.

Contribute to team success and challenge others constructively.

Communicate with individuals, carers, and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.

Report to appropriate registered care professional information received from the individuals, carers, and members of the team.

Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.

Report any accidents or incidents and raise any concerns as per organisational policy.



Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.

### **Service Delivery and Improvement**

Assist the Ward Sister to ensure that there is regular review of documentation practice and that focused action plans are developed when areas of concern are identified.

To maintain an awareness of Trust and National targets, ensuring that within the scope of your role you support their delivery.

To fully participate in the Trust's appraisal system review and personal development planning process on an annual basis.

To undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process.

To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.

To contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies.

To abide by the Data Protection Act 1998, by ensuring that all computerised information related to patients and other members of staff to which he/she has access in the course of employment, is regarded as strictly confidential. This rule applies to written information.

Employees of the Trust have a responsibility at all times to ensure the wellbeing and safety of patients under the care of the organisation and to comply with the Trust's policies and procedures in this respect.

### **People Management and Development**

In the absence of the Ward Sister, to be a visible and accessible presence on the ward to whom the staff, patients and their relatives/careers can turn to for assistance.

To act as an expert for the care of patients, providing effective leadership and acting as a positive role model.

Assist the Ward Sister to ensure that there is regular review of documentation practice and that focused action plans are developed when areas of concern are identified.

To work within the NMC Code of Professional conduct and scope of practice and @ no time should the post holder work outside their defined level of competence.

To assist with the orientation of new members of staff and student nurses.

Participate in teaching in the clinical area providing accurate records of the same.

To participate in competency-based assessments to support the clinical educator in their role.

To promote evidence-based practice within the ward area.

To participate in the annual appraisals by producing PDP for oneself and assist members of your own designated team.

Act in ways which support equality and value diversity.

Demonstrate own duties to new or less experienced staff.

Support development of less experienced staff and students.

### **Patient Care Delivery**

Participate in the assessment, implementation and delivery of individualised patient care seeking guidance where appropriate.



To report on the condition of patients to the Clinical Leader/Medical staff, assisting them in ascertaining treatments and ensure these are carried out.

To ensure that all patients' data is accurately recorded.

Ensure that all patients have nutritional assessment and that individual needs are fully met and to provide meal support to patients with disordered eating conditions.

Ensure safe effective discharge planning, involving the multidisciplinary team, as necessary.

Take charge of a group of patients, taking into account patient/relative/carers wishes.

Ensure that all patients need are identified and programmes of care implemented to meet individual needs.

Provide direct supervision, support and care of the young person admitted with mental health disorders.

To assist patients to carry out personal care.

To assist patient to mobilise where appropriate.

Testing specimens and recording the results.

Taking and recording of temperature, pulse, respirations, blood pressure, height, and weight. Recording the results appropriately and reporting any abnormalities to the Nurse in Charge and medical team.

Support patients undergoing clinical procedures ensuring their comfort and safety.

### **Learning and Development**

To support the Ward Sister in the provision of a good quality clinical learning environment that supports students and the professional development for all staff.

To assist the Ward Sister in ensuring that student nurse feedback is reviewed regularly and acted upon to improve the quality of the learning environment.

To assist the Ward Sister & practice development nurse in identifying current and future training/education needs to develop the ward staff.

To assist the Ward Sister in ensuring statutory and mandatory training programs are implemented and that all training is monitored, recorded, and evaluated as being effective in meeting the needs of the service.

To participate with the Ward Sister in the development of a systematic approach to performance management, ensuring annual appraisals of all staff, establishment of personal and professional objectives and goals, with regular monitoring and feedback.

To manage the performance review of a delegated number of ward/department staff ensuring that they have personal and professional objectives and goals which are regularly monitored, and feedback given.

To assist the Ward Sister in supporting and coaching staff in their professional development, recognizing and utilizing individual skills and knowledge, and recognizing opportunities for further development.

To ensure that patients and their carers receive a high standard of health education.

Responsible for your own band 6 competencies sign off.

To have successfully completed adult HDU course and mentorship course and their updates and had a minimum of 5 years acute surgical experience.

To be responsible for own personal clinical and professional development in line with PREP/NMC supported with portfolio evidence.

Maintain own professional development under the guidance of senior staff.

Develop teaching and assessing skills through training and practical experience, becoming a mentor to learners.

Mentor, teach, assess, and facilitate education for all learners in the clinical area.

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Identify own learning needs and jointly plan training requirements with your line manager.

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service. This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## **Mission and values**

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘Excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## **Patient First**


Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
  - Continuous improvement of our services through small steps of change
  - Constantly testing the patient pathway to see how we can develop
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- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

### **Safeguarding Children and vulnerable adults**

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

### **Equality, Diversity, and Inclusion**

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities. Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective. All staff have a duty to report any behaviours which contravene this to their managers.

### **Workplace and Environmental Factors**

<b>Physical</b>	Working long day, nights, and weekends Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines. Use skills of manual dexterity and manipulation of clinical instruments and equipment Use a combination of standing, walking bending and stretching throughout the shift
<b>Emotional</b>	Ability to work under pressure/stress tolerance. Support individuals, their families and carers when faced with unwelcome news and life changing diagnose
<b>Mental</b>	Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
<b>Working Conditions</b>	Busy ward environment Have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential	Application form (AF) Selection interview (I) Assessment (A)	Desirable	Application form (AF) Selection interview (I) Assessment (A)
<b>Professional Registration</b>	Registered General Nurse	<b>AF</b>	Student Nurse awaiting Pin number	<b>AF</b>
<b>Experience/Qualifications</b>	Evidence of experience on managing care of group of patients on day-to-day basis mentorship qualification Care of the acutely ill adult course	<b>(AF) (I)</b>		
<b>Skills</b>	Basic computer skills. Able to communicate using verbal and written skills. Knowledge of Band 6 role Understanding of Accountability and Responsibilities Ability to use initiative Ability to calculate complex drug dosage IV Drug Administration, Venepuncture and Cannulation Evidence of having undertaken own development to improve understanding of equalities issues	<b>(AF) (I)</b>	Advanced computer skills. Knowledge and experience of NHS IT systems/applications	<b>(AF) (I)</b>
<b>People Management and Development</b>	Demonstrate kind, caring and compassionate behaviours in line with Trust Values. Excellent management, leadership, and organisational skills Ability to delegate and prioritise. Ability to deal with challenging behaviour. Ability to act as a resource. Ability to act as a mentor	<b>(AF) (I)</b>	Evidence of training and awareness in equality and diversity. To undertake supervisory role of students and new members of staff	<b>(AF) (I)</b>
<b>Specific Requirements</b>	Ability to work under pressure / stress tolerance.	<b>(AF) (I)</b>		

	AF and I Personal qualities and attributes e.g. team Willingness to be flexible Ability to work in unpleasant conditions (manage body fluids)			
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
Freedom to Act	Work within the organisational policy, procedures, and guidelines. Be responsible and accountable for own practice, working within limits of competence and within professional boundaries. Raises any concerns to the nurse in charge or appropriate person	(AF) (I)		

