

**Happy,
Healthy
& Heard**



Candidate Information Pack

Sister / Charge Nurse
DG204



“ Thank you for your interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

Jonathan Wade, Chief Executive

Our Trust Vision and Strategy

Providing outstanding care which is skilled, trusted and kind every time



Journey to Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality Improvement

We will develop a learning and improving culture , using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

Our values



Care with compassion



Striving to excel



Respect & dignity



Professional standards



Working together

Job Description
Sister / Charge Nurse

Job Details

| | |
|---------------------------------------|--|
| Grade/Band: | Band 6 |
| Location: | Darent Valley Hospital |
| Speciality/Department | Emergency Department |
| Reports to: | Senior Sister/ Charge Nurse |
| Managerially Accountable to: | Lead Nurse ED |
| Professionally Accountable to: | Nursing and Midwifery Council Director of Nursing |
| Line Manager of: | |

Job Summary

The post holder carries responsibility on a shift to shift basis for co-ordinating the evidence based assessment and delivery of care needs, the development of programmes of care and the implementation and evaluation of that care.

Also responsible for resource management of the Emergency Department including capacity and patient flow using pathways that have been developed and agreed.

In the absence of the Senior Sister/Charge nurse, this post also carries responsibility for the shift to shift management of the department team, including deployment of nursing staff and teaching of students

Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
 - Delivery high quality **CARE WITH COMPASSION** to every patient.
 - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
 - **STRIVING TO EXCEL** in everything we do.
 - **WORKING TOGETHER** to achieve the best outcomes for our patients.
 - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

Relationships

To communicate effectively with:

Internal Relationships

Colleagues and Co-Workers
Senior Managers
Other Trust departments

External Relationships

Patients & Clients
Carers
Families
Visitors
Communities and Community Representatives
Workers from other agencies

Deal with enquiries appropriately, referring to the Senior Sister/ Lead Nurse as appropriate

Specific Responsibilities: -

1. Clinical Responsibilities:

- 1.1 Ensure standards of nursing care are maintained at optimum levels,
- 1.2 Act as the advocate for patients, relatives and staff.
- 1.3 Act as a role model and expert resource and advisor to lead the assessment, co-ordination and care delivery to patients.
- 1.4 Develop care programmes in accordance with emergency department standards of care
- 1.5 Co-ordinate preparation of patients for discharge addressing any practical, emotional or psychological issues and ensuring that there are clear plans for future care.
- 1.6 Liaise with the Community Nursing Team, GP, Social Services, Health Visitor, Community Midwife or School Nurse to identify issues for patients, children and their families on discharge.
- 1.7 Ensure all admissions are safely accompanied to the ward, facilitating safe and competent care.
- 1.8 Awareness of the spiritual, psychological and emotional needs of patients and their family and endeavour to meet these at all times.
- 1.9 Facilitate efficient and effective patient pathways,
- 1.10 Ensure that patients are processed through the department in a safe and timely manner as per national targets.
- 1.11 Supervise and co-ordinate the clinical standards of junior staff within the department
- 1.12 Inform the appropriate personnel of changes in circumstances, which may affect the delivery of care.
- 1.13 Ensure all staff are updated with regard to clinical competencies including drug assessments and assessment for medical equipment etc.

2. Managerial responsibilities:

- 2.1 Alert the relevant personnel to any concerns regarding resources and efficiencies. This includes responsibility for stock control and organisation of stocks and supplies.
- 2.2 Assist in providing the duty rota for nursing staff, ensuring there is a balanced cover.
- 2.3 Co-ordinate annual leave and study days in connection to ensure training needs are met, with adequate cover for the department and within appropriate budgetary requirements.
- 2.4 Ensure Bank requests including short-term requests have been completed and maintain satisfactory cover of the area.
- 2.5 Attend department meetings as required.
- 2.6 Assist in the selection, recruitment and retention of staff within own area.
- 2.7 Ensure all staff in designated team receive an annual appraisal and personnel development plan.
- 2.8 Assist in monitoring staff sickness and absence ensuring appropriate action is taken.
- 2.9 Assist in the performance management and discipline of staff within the department
- 2.10 As appropriate, ensure that all staff are competent in documenting incidents/accidents.
- 2.11 Ensure all health and safety data is collected and reflected on the Trust health and safety matrix and that all risk assessments are up to date.
- 2.12 Notify the relevant personnel regarding any staff or department issues for which advice or support is required. Document these as appropriate.
- 2.13 Participate in analysis and production of clinical data regarding department area,

3. Education and development responsibilities:

- 3.1 All budget holders will undertake on the job training in all matters financial and will be responsible for ensuring they are setup in the finance/procurement/HR systems with the appropriate authorisation levels.
- 3.2 Undertake annual review and statutory and mandatory training.
- 3.3 Keep portfolio.
- 3.4 Ensure attendance at department training sessions as required for professional/personal/service development.
- 3.5 Ensure that nursing staff are professionally competent in the performance of their duties and that they receive relevant training.
- 3.6 Ensure all staff participate with Link Tutor to ensure the correct learning experience for Student Nurses and other learners in accordance with the Universities and Trust policies.
- 3.7 Ensure all staff participate in the education/orientation programmes for new staff.
- 3.8 Provide competent student facilitator/mentorship.

General responsibilities:

Patient Experience

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

Trust Policies and Procedures

- To adhere to the Trusts agreed policies and procedures.

Equal Opportunities

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

Confidentiality

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

Quality

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

Infection Control

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Health and Safety

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

Sustainability

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Our Behaviours

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

Safeguarding

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

Person Specification

POST:- Sister / Charge Nurse

| Criteria Group | Essential | Desirable |
|-------------------------------|---|--|
| Education and Training | RN Level. Post Graduate A&E/Critical Care Qualification or working towards Advanced Life Support Mentorship/practice assessor HDU course Evidence of CPD | Degree or working towards. Trauma Nurse Core Course Ongoing research/audit or publication |
| Knowledge and Skills | Good communication skills both written and verbal Computer literate Demonstrable teaching skills Cannulation Phlebotomy IV additives Male catheterisation | Knowledge and research within specific specialty. Human Resource skills Demonstrable leadership skills |
| Experience | Significant recent experience at Band 5 within A&E | |
| Personal Attributes | Patient Tactful Diplomatic | |

Terms and Conditions of Service

| | |
|---------------------------------|--|
| Band | Band 6 |
| Salary Scale | As per Agenda for Change. |
| Hours of work | Full and part time |
| Annual Leave Entitlement | Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days |
| Contractual Notice | As per Agenda for Change. |
| Registration | NMC |
| Medical | Occupational Health Clearance required prior to appointment |
| DBS Check | Required |

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.