

Job Title	: Junior Sister / Junior Charge Nurse
Band / Grade	: 6
Responsible to	: Ward Manager.
Accountable to	: Matron/ Lead Nurse
Location	: King's College Hospital

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of c£1 billion, 1.5 million patient contacts a year and around 15,000 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

King's is committed to delivering Sustainable Healthcare for All via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets of 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus.

Our values at King's, are that we're a kind, respectful team;
 Kind. We show compassion and understanding and bring a positive attitude to our work
 Respectful. We promote equality, are inclusive and honest, speaking up when needed
 Team. We support each other, communicate openly, and are reassuringly professional

The trust-wide strategy Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we can take Team King's to another level

Job Summary

- To provide expert, holistic care of a high standard to both the patients and their relatives within the King's College Hospital.
- To take direct managerial responsibility for the clinical area in the absence of or as delegated by the Ward Sister/ Charge Nurse/ Head of Department.
- To assist in the leadership and development of an identified group of nurses within the ward complement.
- To act as a clinical resource within the ward and across the Care Group as necessary.
- To act as a positive role model to junior staff members. Particular emphasis is put at Kings on the need to ensure that all staff recognise their responsibility to deliver services in a high quality, courteous, patient focused manner and to maintain patient confidentiality at all times.

Main Duties and Responsibilities

Clinical Practice

- To adhere to the NMC Code of Professional Conduct and adhere to this at all times.
- To demonstrate clinical expertise in the care of any patients receiving treatment in the ward/ department
- To assess, plan, implement and evaluate the needs of patients on the Ward on an ongoing basis, co-ordinating the care given by all members of the clinical team.
- To accurately assimilate and interpret clinical information about the patients' condition, promptly report changes and instigate remedial action as appropriate.
- To act as a resource person to others, providing accurate information, advice and support to the multidisciplinary team, patients and their relatives.
- To ensure that accurate records are maintained reflecting both changes in the patient's condition and the treatment delivered.
- To ensure that patients and their relatives are updated regularly with accurate information, and ensure that this is presented in a way that they understand.
- To ensure that Clinical Guidelines are implemented and to be actively involved in auditing practice in conjunction with Line Manager and practice development staff.
- To ensure that practice is evidence based and with support assist in the development of policies and protocols within the clinical area.
- To uphold high standards of nursing care, according to existing policies and standards.
- To support the Ward Managers and Modern Matron in processes of continuous quality improvement, formally evaluating standards of care and assisting in the implementation of changes in the light of such findings.
- To contribute to the health education of patients and their families, ensuring that all patients receive appropriate advice and support to maintain a healthy lifestyle.
- To actively support the implementation of the Trust nursing strategy and uphold the ethos of the local philosophy.

Education and Research

- To act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student nurses, in conjunction with Line Manager and Practice Development staff.
- To act as practice supervisor, responsible for completing competency documents for junior staff within agreed timeframes.
- To act as a mentor to students undertaking further education as requested, ensuring a positive learning experience and facilitating the development of their clinical skills.
- To contribute to the wider educational activities within the Care Group – ensuring attendance at and contributing to the delivery of educational activities within the Care Group.
- To promote and encourage the application of research and of evidence based practices.
- To participate in any research projects conducted in the clinical area as appropriate.

Management

- To manage the clinical workload effectively, ensuring care is prioritised appropriately.
- To contribute positively towards the delivery of a cost effective service, adjusting staffing levels to meet demand and assisting the ward manager to keep within agreed resources.
- To assist with the ongoing organisation of the ward, co-ordinating the activities of the clinical area.
- To liaise with Medical Personnel and Bed Manager to ensure optimal bed usage at all times, facilitating timely admission and discharge of patients.
- To act as a team leader to an identified group of staff, monitoring and documenting the development of their clinical skills.
- To develop own skills in recruitment and retention, sickness management and performance management as determined by line manager.
- To actively support the process of risk management – ensure incidents are reported appropriately and helping identify ways of preventing errors and accidents to both patients and staff.
- To make a positive contribution to service development affecting the clinical area and positively influence others to adapt to change.

- To actively promote customer care, assisting in resolving local (informal) complaints and supporting the ward manager to investigate formal problems.
- To assist with the monitoring of stock levels of clinical stores and technical equipment, resolving any shortfall as appropriate.
- To maintain standards of hygiene and cleanliness within the clinical area, actioning remedy as appropriate and reporting deficits to Modern Matron, as appropriate.
- To communicate varied and complicated information (verbally and in writing) in a way that is understood and gets the important facts across.
- To carry the Unit bleep as required, resolving local problems/ conflicts, keeping managers/others informed and maintaining positive team dynamics across the Care Group at all times.
- To take a leadership role in crisis situations, resolving problems across the Care Group as necessary.
- To maintain confidentiality with regard to personal information pertaining to staff. To attend and contribute to departmental meetings as required.

Personal Professional Development

- To work within and accept responsibility for maintaining agreed levels of clinical competence.
- To keep up to date with NMC, Trust and Care Group policies and guidelines and to adhere to these at all times.
- To be a fully active and committed member of the multidisciplinary team operating in the Care Group
- To demonstrate an insight into own professional development, contributing to the process of identifying own educational and clinical training needs in conjunction with the ward manager.
- Participate in own Individual Performance Review and after suitable training, to be responsible for undertaking this for own team of junior staff.
- To ensure own educational commitment is at least sufficient to maintain PREP requirements and to ensure own mandatory training certificates are current, in liaison with Line Manager.

People Management and Performance

- Lead, coach and manage the performance of the team in line with good people management practices. Ensuring excellence is recognised and underperformance is addressed.
- Participate in regular performance appraisal meetings and ensure each member of the team has a clear set of objectives and development plans.
- Ensure the team is compliance with all statutory, mandatory training together with any professional training requirements, ensuring they are up to date and fully compliant.
- Manage team absences including sickness in line with Trust policy ensuring the appropriate return to work meetings occur, e-roster is updated and productivity is at keep to the highest possible level.
- Identify and fill any vacancies that arise within the team in line with the Trust's recruitment policy and process.
- Identify talent and support the internal talent management process in order attract and retain and succession plan for your people.
- Review skills mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.
- Ensure overall wellbeing of the team is maintained. Continuously support in improving the morale of the team and implementing a culture of zero-tolerance for bullying and harassment.

General

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
- We want to be an organisation where everyone shares a commitment to delivering the very best care and feels like their contribution is valuable and valued.
- At King's we are a kind, respectful team:

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Respectful. We promote equality, are inclusive and honest, speaking up when needed

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- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.
- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.

Safe Guarding

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

Infection Control Statement

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

PERSON SPECIFICATION

Junior Sister/Junior Charge Nurse – Band 6

	Essential	Desirable
Education and Qualifications		
Registered Paediatric Nurse	X	
Further professional studies relevant to the clinical area	X	
Mentorship programme or equivalent teaching qualification	X	
Degree in Nursing or Equivalent		X
HDU Qualification eg PANiCC or other accredited course – if applying for PHDU Band 6	X	
PICU Qualification – or other accredited course – if applying for PICU Band 6	X	
Knowledge and Experience		
Demonstrable clinical expertise, relevant to the area.	X	
Demonstrable interest in and commitment to the professional development of others.	X	
Able to contribute to the development of students, nurses and oneself	X	
Able to contribute to develop the workplace as a learning environment	X	
Awareness and understanding of current health issues and in particular to demonstrate a good understanding of the NHS Plan and recent initiatives	X	
Previous experience of leading change in a clinical environment		X
An understanding of HR processes and issues pertaining to staff management		X
An understanding of nursing issues in relation to finance management		X
Skills and Competencies		
Ability to organise and manage day to day departmental activities and the activities of large multidisciplinary team within this.	X	
Communication skills – able to relate and communicate with patients and staff at all levels and from different professions. Adapts communication style as necessary and is able to work with and through others.	X	
Team building and working skills – able to lead a team to achieve results	X	
Understanding of the issues pertaining to change management		
Understanding of the issues pertaining to clinical risk management	X	

Ability to utilise research in clinical practice	X	
Problem solving skills – able to respond to unexpected issues and provide first line response and to identify appropriate sources of secondary support		
Highly self motivated – Possesses high internal work standards, sets themselves and helps others to set attainable goals; wants to do things better, to improve, to be more effective and efficient; measure progress against target	X	
Flexibility – Able to adapt to ensure achievement of objectives within constantly changing situations and environments	X	
Customer focused – committed to ensuring a positive hospital experience for patients and their relatives/ carers	X	
Computer literacy	X	