

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Paediatric Senior Sister</b>	
<b>DIVISION:</b>	<b>Women and Children</b>	
<b>SALARY BAND:</b>	<b>Band 7</b>	
<b>RESPONSIBLE TO:</b>	<b>Paediatric Matron</b>	
<b>ACCOUNTABLE TO:</b>	<b>Head of Children's nursing</b>	
<b>HOURS PER WEEK:</b>	<b>37.5</b>	
<b>MANAGES:</b>	<b>Directly:</b>	<b>Band 6s, Band 5s, HCAs</b>
	<b>Indirectly:</b>	
<p><b>JOB SUMMARY:</b></p> <ul style="list-style-type: none"> <li>· To co-ordinate effectively paediatric activity within the department.</li> <li>· To be clinically expert and have overall continuing responsibility for the delivery of high-quality patient care, demonstrating clinical leadership.</li> <li>· To be responsible for the supervision and development of all nurses, students, and support workers.</li> <li>· To effectively manage the ward resources including, pay and non-pay budgets, human resources, and the clinical environment.</li> <li>· To contribute to the development of policies and evidence-based practice as appropriate.</li> <li>· To maintain a safe clinical environment conducive to safe and effective patient care.</li> <li>· To work closely with the medical leads and the Matron to ensure the smooth running of the paediatric unit.</li> <li>· To work in collaboration with the Matron and the other Band 7's to promote the unit philosophy.</li> <li>· To adhere to the trust's child protection policies and act as a resource to other departments.</li> </ul>		

**Date of the JD review: June 2022**

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time ● confident because we are clearly **communicating**
- **respected** and cared for ● **reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- 1.1** To demonstrate clinical expertise in practice for at least 50% of time in own clinical area.
- 1.2** To ensure contemporaneous, accurate and comprehensive nursing records are maintained using appropriate documentation.
- 1.3** To establish effective working relations with all members of the multi-disciplinary team, to promote good communication and a multi-disciplinary approach to patient care.
- 1.4** To be responsible with the Matron for carrying out risk assessments according to Trust Clinical Governance/Clinical Risk Strategies.
- 1.5** To be responsible for the implementation of safe working practices as required by the Health & Safety at Work Act and the maintenance of training records.
- 1.6** To work with Lead Nurses, Operational and Bed Managers, Admissions and Infection Control to ensure optimal bed utilisation.
- 1.7** To work in collaboration with the Matron and the other Band 7's to promote the unit philosophy.

### 2. RESPONSIBILITY FOR PATIENTS

- 2.1** To be responsible for the assessment of patient care needs and the development, implementation, and evaluation of plans of care, ensuring high standards of evidence-based care.
- 2.2** To ensure communication with patients and significant others is established, ensuring empathy and reassurance regarding, assessment, care, and treatment.

**2.3** To ensure early discharge planning is carried out enabling appropriate arrangements to be in place for patients leaving hospital, in order to achieve a safe and timely discharge from hospital.

**2.4** To be responsible for ensuring confidentiality and safekeeping of patient records.

**2.5** To be responsible for the implementation and audit of the principles of the Essence of Care benchmarking process, making improvement as required.

### **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

**3.1** To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.

**3.2** To investigate accidents, incidents, and complaints, implementing corrective actions where necessary, in consultation with the Matron, in accordance with Trust Policies.

**3.3** To investigate and address poor performance and conduct in a timely manner, implementing appropriate action plans in consultation with the matron and in accordance with Trust Policies.

**3.4** To establish an active learning environment for staff within the unit allowing staff to develop to their full potential.

**3.5** To be responsible for ensuring all staff attend mandatory training and receive continuing development and appropriate education and maintaining accurate records of training.

**3.6** To be responsible for the dissemination of information regarding new or updated clinical practices, guidelines and policies to all ward nursing staff and ensure the implementation.

### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

**4.1** To be responsible for a system for monitoring the non-staff budget.

**4.2** To take a lead role in the Recruitment and selection of ward staff.

**4.3** To investigate accidents, incidents, and complaints, implementing corrective actions where necessary, in consultation with the Matron, in accordance with Trust Policies.

**4.4** Maintain a low vacancy rate through positive staff retention initiatives.

**4.5** Monitor absences and promote the use of bank staff only to cover vacancies and if necessary - sickness.

## **5. RESPONSIBILITY FOR LEADING AND MANAGING**

**5.1** To act as an appropriate and effective role model at all times.

**5.2** To actively promote child and family-centred care within the Trust

**5.3** To work with the Matron, Head of Nursing and other senior nurses to promote the highest standards of professional practice and leadership within the team, division and Trust.

**5.4** To act as an effective mentor and preceptor and support other ward staff in performing this role.

**5.5** To act as a resource, supporting and motivating staff members.

**5.6** To delegate work as appropriate, and support staff during this process in order to establish team responsibility and accountability.

**5.7** Assist the Lead Nurse Specialist Practice and other senior Trust professionals in setting, delivering, and evaluating objectives for the unit.

**5.8** To keep abreast of and participate in local and Trust initiatives.

**5.9** To be responsible for the day to day effective and efficient management of nursing and support staff within the area.

**5.10** To be responsible for the co-ordination of activity planning and scheduling duty rotas, annual leave and study leave to ensure the needs of the service can be met within the establishment.

## **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

**6.1** To be responsible for the implementation of safe working practices as required by the Health & Safety at Work Act and the maintenance of training records.

**6.2** To act as a resource, supporting and motivating staff members.

**6.3** To be responsible for ensuring confidentiality and safekeeping of patient records.

**6.4** To be responsible with the Matron for carrying out risk assessments according to Trust Clinical Governance/Clinical Risk Strategies.

## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

**7.1** To be aware of the research process and current trends.

**7.2** In collaboration with the senior nurse team, audit agreed clinical guidelines of practice, policies, and benchmarks within area of clinical responsibility.

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act and General Data Protection Regulation 2018 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which

may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the Data Protection Act and General Data Protection Regulation 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family, or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees, or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation, or trade union membership. Selection for training and development and promotion will be based on the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures, and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people, and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **Smoke Free**

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.