

# Job Description

Job Title:	Deputy Sister / Charge Nurse
Band:	Band 6
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Sister / Charge Nurse
Accountable to:	Matron / Head of Nursing

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<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<p><b>Job Summary</b></p>	<p>Responsible for the assessment, planning, implementation and evaluation of programmes of evidence based nursing care to a group of patients.</p> <p>Leadership and supervision of others carrying out all aspects of the caring process.</p> <p>Deputise and take charge of the given area regularly in the absence of the Sister / Charge Nurse who has 24 hour accountability and responsibility.</p> <p>Actively contribute to setting and maintaining high standards of quality nursing care.</p> <p>Participate in the effective clinical leadership and management of the ward team.</p> <p>Actively contribute to the improvement of services and the quality of care provision to meet the needs of patients, service users and their families.</p> <p>Act as a role model, mentoring, teaching, assessing and supporting students and learners on placement and participate in the education, development and mentorship of other staff.</p>
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## KEY RESPONSIBILITIES

### 1. DELIVERY OF EFFECTIVE HEALTH CARE WITHIN THE ORGANISATION

- 1.1 Responsible for the assessment, planning, implementation and evaluation of programmes of evidence based care to a group of patients according to changing healthcare needs and varying levels of complexity.
- 1.2 Responsible for the allocation of patients to nursing staff and the delegation of duties and care priorities to the multi-disciplinary team in the absence of the person with continuing responsibility.
- 1.3 Provide advice, education, support and information to patients and their relatives / carers as required and involve patients, relatives / carers in the planning and delivery of care.
- 1.4 Establish and maintain effective communication with patients and relatives / carers.
- 1.5 Recognise, prioritise and respond appropriately to urgent and emergency situations.
- 1.6 Receive reports from team members on the progress of own patients during and at the end of each shift and for all patients when in charge.
- 1.7 Facilitate effective communication and liaison with other disciplines as necessary to meet the needs of patients especially relating to ongoing care needs and discharge arrangements.
- 1.8 Ensure that fully accurate, complete and contemporaneous nursing records are written and maintained for each patient in accordance with agreed policy.
- 1.9 Actively participate in the development and implementation of new ways of working, implementing research based practice in order to promote on going care improvement.

### 2. ESTABLISHING EFFECTIVE LEADERSHIP AND COMMUNICATION

- 2.1 Co-ordinate, prioritise, facilitate and monitor the delivery of care to own patients and to other patients when in charge, ensuring continuity of care.
- 2.2 Act as a professional and clinical role model to all staff, patients, carers and the public at all times.
- 2.3 Supervise the performance standards of own team members and, in the absence of the Sister / Charge Nurse, other nursing staff within the ward.

- 2.4 Assist with and deputise for the Sister / Charge Nurse in the management and organisation of the ward/Clinic.
- 2.5 Maximise use of clinical and staff resources, implementing best practice in patient flow, admission and discharge arrangements.
- 2.6 Promote the development of new services within the ward area and assist the Sister / Charge Nurse to implement change.
- 2.7 Maintain efficient and effective communication with the Sister / Charge Nurse, the multidisciplinary team and the Matron on issues related to patient care, ward management and organisation.
- 2.8 Participate in staff recruitment and selection processes and wider recruitment and retention strategies.
- 2.9 Act in a Professional manner and ensure self and ward staff adhere to the UHL Uniform policy

### **3. CONTINUING EDUCATION, PROFESSIONAL AND PERSONAL DEVELOPMENT**

- 3.1 Undertake the Trust Corporate and Directorate specific Induction and competency Programmes appropriate to role.
- 3.2 Ensure own compliance and compliance of others with regard to mandatory training and NMC professional re-registration requirements.
- 3.3 Responsible for maintaining up to date skills, knowledge and competence, and awareness of professional issues.
- 3.4 Undertake specialist education training as required that will allow health care to be delivered to the user through new ways of working.
- 3.5 Act as a clinical expert and use own knowledge to develop and enhance the development, skills and competence of others.
- 3.6 Work collaboratively with the Education and Practice Development team, Clinical Support Nurses and Multi Professional Teams to ensure that education and development opportunities are provided for the ward team to enable staff to be both confident and competent to perform their roles safely.
- 3.7 Act as a clinical resource, mentor / assessor / supervisor / preceptor of learners and staff as required.
- 3.8 Actively promote and participate in clinical supervision / mentorship or equivalent support mechanisms.

- 3.9 Ensure that learners on placements are provided with, and encouraged to take advantage of learning opportunities that will enable them to meet their clinical placement outcomes and objectives.
- 3.10 In the absence of the Sister / Charge Nurse ensure there is adequate support, safe mentorship and supervision of learner nurses and all staff.
- 3.11 Accept delegated line management responsibilities of other team members actively contributing to performance review and the appraisal and personal development planning (PDP) process within the Knowledge and Skills Framework (KSF)

#### **4. CLINICAL GOVERNANCE, REDUCTION OF RISK, AUDIT AND RESEARCH**

- 4.1 Ensure that the delivery of care to own patients and for all patients when in charge meet the standards determined by the Sister / Charge Nurse and the Standard for Better Health
- 4.2 Share responsibility with the Sister / Charge Nurse to ensure that the highest standards of Infection prevention and control are practiced at all times.
- 4.3 Contribute to the development of Directorate and Trust policies, procedures and clinical guidelines and ensures compliance of self and others.
- 4.4 Take due regard to the importance of the effect and consequence of the ward / care environment with regard to its physical, psychological and social effects on patients and care delivery.
- 4.5 Promote, develop and implement patient and public involvement activities in the ward area, leading to service improvement.
- 4.6 Ensure that self and team members act at all times to provide a personalised service to patients in accordance with agreed standards and promote quality, diversity and rights.
- 4.7 Contribute to setting, maintaining and monitoring of standards of care to the optimum level and lead the improvement of care, through benchmarking, audit and research.
- 4.8 Ensure that self and all nursing staff practice at all times in accordance with the NMC Code of Professional Conduct, raising any concerns with the Sister / Charge nurse and action as directed.
- 4.9 Participate in ward audits and the development and implementation of relevant action plans and implementation of changes as required.
- 4.10 Participate in service redesign, reconfiguration projects effecting change and new ways of working.

## **5. MANAGEMENT AND USE OF RESOURCES AND INFORMATION**

- 5.1 Ensure the effective and efficient use of physical and financial resources and fulfil the responsibility of an authorised signatory.
- 5.2 Assist the accountable budget holder for the ward / department to undertake cost containment strategies as appropriate.
- 5.3 Bring to the attention of the budget holder any concerns, ideas, or creative solutions relevant to the effective use and management of ward resources.
- 5.4 Assist the Sister / Charge Nurse with the allocation and utilisation of staff ensuring that there is maximum use of resources available to enable the delivery of highest standards of care.
- 5.5 Assist the Sister / Charge Nurse to allocate student learners to appropriately qualified mentors and assessors and ensure learning opportunities are provided and learning outcomes met.
- 5.6 Ensure confidentiality is maintained at all times and information relating to patient / users and personnel is used only in connection with authorised duties.
- 5.7 Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection act.

## **6. MAINTAINING A SAFE ENVIRONMENT AND QUALITY**

- 6.1 Monitor health, safety and security of self and others and promote best practice in the ward area.
- 6.2 Ensure own actions assist with maintaining best practice and Standards for Better Health.
- 6.3 Carry out duties in accordance with the Health and Safety at work Act 1971.
- 6.4 Move and handle patients and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- 6.5 Actively responsible for the maintenance of a clean and safe environment adhering to infection control policies, procedures and best practice.
- 6.6 Responsible for maintaining safe and hazard free area of work.

## 7. KEY WORKING RELATIONSHIPS (OUTSIDE THE WARD TEAM)

Sister / Charge Nurse and staff, Matrons, middle and non-clinical managers; wider multidisciplinary team; medical staff, Facilities Directorate; Nursing Directorate; Infection control, Patient Advice and Liaison Service; Nurse Specialists and Directorate Education and Practice Development Team, Clinical Support Nurses and Clinical Placement Facilitators

### GENERAL

All employees are subject to the requirements of the Health & Safety at Work Act and prevailing Acts since. It is the post-holders responsibility to ensure they are familiar with all UHL Health and Safety related policies that apply to their workplace or work –practice. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the current Data Protection legislation and must maintain strict confidentiality in respect of patient's and staff's records.

All employees must comply with the Trust's Equal Opportunities Policy and in line with the Equality Act 2010, must not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation or sex. Other grounds on which they should not treat others unfavourably include trade union membership (or non-membership) or political affiliation, or any other grounds which cannot be shown to be justifiable.

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

The Trust is committed to supporting the health and wellbeing of all its employees. Should the post holder be employed in a people management capacity then they will be required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and appropriately manage stress and ill health in accordance with Trust policies, procedures, legislation and best practice.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal

Infirmery, Leicester General Hospital, Glenfield Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

## HEALTH CLEARANCE FOR HEALTHCARE WORKERS ('Occupational Health checks')

- 1) It is recommended that all *new healthcare workers* have checks for tuberculosis (TB) disease/immunity and are offered hepatitis B immunisation (with post-immunisation testing of response) and blood tests for evidence of infection with hepatitis C and HIV [1]. Being free of infectious tuberculosis is mandatory. Checks for immunity to measles, mumps, rubella and varicella (chicken pox) will also be made and vaccination offered if immunity is not detected.

These *standard health clearance* checks will be completed on appointment.

Managers should inform new workers that they must contact the OH department so the necessary arrangements can be made. Even if the new worker has had similar checks recently elsewhere, or has worked in UHL before, they will still need to attend for a review, unless these were undertaken at UHL as part of a current rotational medical appointment.

- 2) For healthcare workers who will perform exposure-prone procedures (EPPs), work in a renal unit\*, or likely to practice in an exposure prone environment, *additional health clearance* must be undertaken. Additional health clearance includes testing or demonstration of satisfactory test results for:

- HIV
- Hepatitis B
- Hepatitis C

The exact standards that must be met are described in detail in the Public Health England document: *Integrated guidance on health clearance of healthcare workers and the management of healthcare workers infected with blood borne viruses (hepatitis B, hepatitis C and HIV) October 2017, or revisions thereof.*

*\*Workers in renal units only need to demonstrate satisfactory results for Hepatitis B.*

These additional checks should be completed before confirmation of an appointment to an applicable post, as the healthcare worker will be ineligible if they do not meet the required criteria. Those who refuse to have the required tests will not be given clearance to start work.

All tests will be arranged in confidence through the Occupational Health department. All costs for testing will be borne by the employing organisation.

**[1] Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers. DoH 2007.**



## **DISCLOSURE AND BARRING SERVICE (DBS) – {Formerly known as Criminal Records Bureau (CRB)}**

If this post requires a standard/enhanced disclosure by the DBS, it is regulated by statute. Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.

**The cost of undertaking a DBS disclosure at the required level and associated processing costs will be met by the individual.**

**To expedite the process the Trust will meet the initial costs of the disclosure which will be deducted from the individuals' salary over a three month period commencing on their first months payment.**

## **INFECTION CONTROL**

### **Registered Healthcare Professionals**

All healthcare professionals on a professional register are personally accountable for their standards of practice which must include compliance with the Trust's infection prevention and control policies and guidelines. In addition all registered practitioners are expected to challenge non-compliance when observed to protect patients and promote patient safety. Local clinical leaders have a responsibility to maintain an organisational culture of vigilance through their role in supervising other staff.

### **Ward Sister/Charge Nurse/Departmental Manager**

The Ward Sister/Charge Nurse/Departmental Manager is accountable for the standards of infection prevention and control within the clinical area managed. The Ward Sister/Charge Nurse/Departmental Manager is expected to audit, observe and report compliance with infection prevention and control policies and guidelines and to personally demonstrate and promote compliance within their ward/department. The Ward Sister/Charge Nurse/Departmental Manager is expected to challenge and correct poor practice when observed and identify through appraisal and observation training and development needs of team members and to make appropriate arrangements to have these training needs met in co-operation with the Infection Prevention and Control Service.

The Ward Sisters/Charge Nurses/ Department Managers must ensure that staff working in an area where aerosol generating procedures are performed on patients with a suspected respiratory infection are Mask Fit Tested and reviewed annually as part of their appraisal. Mask fit testing should be completed 2 yearly and will show on the staff members HELM competencies

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating a safeguarding practice and to report and act on concerns that they may have.

## **RESPONSIBILITIES FOR CONTINUING EDUCATION AND PERSONAL DEVELOPMENT**

Undertake the Trust Corporate and Directorate specific Induction and competency Programmes appropriate to role.

## **LEADERSHIP AND COMMUNICATION**

If you are in a leadership position and are invited to attend the monthly Chief Executive's Briefing, you are required to attend one of the briefing sessions. You are then required to meet with your team to cascade the information received and to subsequently provide feedback on your team's discussions.

## **ELECTRONIC ROSTERING**

Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all UHL staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role.

## **STATEMENT ON THE RECRUITMENT OF EX-OFFENDER**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the University Hospitals of Leicester NHS Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The University Hospitals of Leicester NHS Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview and appointment based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, job adverts and job descriptions will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. At conditional offer stage, we ask applicants to complete a declaration form. This is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the University Hospitals of Leicester NHS Trust to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We will discuss any matter revealed in a Disclosure with the person seeking the position should a situation arise where we are required to withdraw conditional offer of employment. We have a specialist team who is available on hand to provide support and guidance on these matters.

There is a DBS Code of Practice details of which are available at:  
<https://www.gov.uk/government/publications/dbs-code-of-practice>

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust’s policies and procedures is:  
<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

## Person Specification

Post: Deputy Sister / Charge Nurse  
Band: 6

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview
Training & Qualifications	RGN-first level  Recognised-NMC teaching& assessing qualification or equivalent.  Evidence of Post registration continuing development	Diploma or degree in health or related subject.	Application
Experience	Minimum of 3 years post registration experience  Evidence of innovation and achievements in Clinical Practice	Development of multi-disciplinary working practices  Demonstrates experience of clinical risk management	Application  Interview

Job Title:  
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Communication and relationship skills	<p>Good verbal and written skills</p> <p>Effective communicator and Negotiator</p> <p>Acts as a clinical role model and as a mentor, assessor and support for learners within the ward or unit</p>		Application Interview
Analytical and Judgement skills	<p>Evidence of ongoing professional development</p> <p>Ongoing personal development</p> <p>Participates in formal and informal teaching</p> <p>Recognises own limitations</p>		Application Interview
Skills	<p>Demonstrates a high level of clinical expertise</p> <p>Good understanding of clinical governance</p> <p>Knowledge of NHS plan and national nursing strategy</p>	<p>Audit experience / research skills</p> <p>Experience of Patient and Public Involvement in</p>	Application Interview

	Ability to effectively problem solve	Service Delivery	
Planning and organisation skills	<p>Evidence of successful change management</p> <p>Ability to prioritise</p> <p>Use initiative and has the ability to lead and co-ordinate a multidisciplinary team with minimal supervision</p> <p>Dynamic, challenging individual, able to lead a team</p>		
Equality, Diversity and Inclusion	Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.		<p>Application</p> <p>Interview</p>

	All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others		
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