

### JOB DESCRIPTION

<b>Job Title:</b>	Deputy Sister / Charge Nurse
<b>Base:</b>	<b>Cardiac Cath Lab / Day Unit</b>
<b>Agenda for Change banding:</b>	<b>6</b>
<b>Hours of Work:</b>	<b>Full time 37.5 hours per week</b>
<b>Details of Special Conditions:</b>	
<b>Managerial Accountability &amp; Professional Accountability</b>	Head Nurse (Matron)

#### MAIN PURPOSE OF THE POST

To assist the Cardiologists during diagnostic investigations and procedures carried out in the Cardiac catheterisation Laboratory and to co-ordinate the services provided within the laboratory and associated day unit.

The post holder is the designated deputy to the person with continuing responsibility .He/she is designated to regularly take charge of the unit and provide effective professional and managerial leadership to all staff in the absence of the unit manager.

He/she is expected to carry out all relevant forms of care, maintaining a high standard of nursing care within the framework of Trust policies.

He/she will teach and supervise qualified and unqualified staff including basic and/or post basic students, back to nursing students and health care assistants

#### RESPONSIBILITIES

##### A. Patient Care

1. Acts at all times in accordance with the NMC Code of Conduct (Ensures working colleagues also act in accordance with Code of Conduct), and within the principles of the scope of Professional Practice and ensures other members of the team also work within these.

2. Establish and maintain professional working relationships with all members of the cardiac Catheterisation Team and effectively contribute to the team's continual development.

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3. Provide skilled nursing assistance to the cardiologist during procedures and investigations and ensure that patients experience high quality nursing care in both the Cardiac Catheterisation Laboratory and the Day ward.
  4. Supervises the work of the nursing team.
  5. Ensures planned nursing care is delivered safely and effectively taking into account the views of the patient and their relatives.
  6. Undertakes the nursing assessment of the patient including risk assessments e.g. Tissue viability.
  7. Ensures plans of care for patients are written and updated as appropriate.
  8. Acts as a responsible practitioner and undertakes the management of care of a group of patients. Ensures administration arrangements for the admission and discharge of patients are made safely and effectively in line with Hospital policies. 8. Maintains absolute confidentiality in respect of all medical and nursing records and also inter-personal issues with colleagues.
  9. Interpret the significance of the patient's clinical observations and records, making decisions and planning in areas affecting patient care; report promptly to medical or appropriate staff any matters, which fall outside his/her responsibility.
  10. Assist with manual handling and transferring of patients complying with the Trust Moving and Handling policy.
  11. Uses research based practice to provide quality care to patients.
  12. Assist the Unit Manager in maintaining the privacy and dignity issues of patients and staff.
- B. Management**
- 1 Regularly takes charge of the ward and deputises for the Unit Manager.
  - 2 Assists the Unit Manager in the effective organisation of the Unit.
  - 3 Co-ordinate the maintenance and safe use of all equipment used on the Day Ward and ensure that effective systems are in place to achieve safe use of equipment in the Cardiac Catheterisation Laboratory.
  - 4 Liaises appropriately with the Unit Manager ensuring open and effective communication is maintained. In Unit Manager's absence liaises with Head Nurse (Matron).

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5 Is able to co-ordinate unit staffing ensuring when necessary that NHSP is informed of additional needs. Assists the Unit Manager in rota planning and monitoring and documentation of all leave, for example Annual leave, sickness, study, absenteeism and poor time keeping.

6 To have a broad knowledge of and adhere to all Trust policies, procedures and circulars

7 Promotes a positive unit image by a professional and helpful approach to all team members and visitors to the unit.

8 Ensures effective communication is maintained throughout all disciplines.

9 Ensure the ordering, storage and administration of drugs is conducted with strict adherence to national, Trust and NMC policies and guidelines.

10 Assists the Unit Manager in ensuring that the appropriate an efficient use of supplies is made and exercise economy in the use of consumables.

11 Ensure that the best use is made of available manpower at all times and that staff are deployed with due consideration to their qualifications and experience.

12. Takes all measures to ensure the safety of the patient - reporting all accidents and incidents, completing relevant documentation and undertakes further investigation as directed.

13. Unit Manager in providing and developing good nursing practice ensuring that practices are in accordance with department and hospital policy.

14. Assist the Unit Manager Nurse to maintain a safe, clean, pleasant and therapeutic environment taking remedial action when necessary.

15. Assist the Unit Manager in ensuring infection control policies and procedures are adhered to and take remedial action when they are not.

16. Assists in other wards/departments as requested by the Head Nurse (Matron) or unit bleep holder.

### **C. Personnel**

1. To act as a role model in professional and personal attributes for all members of staff.

2. To actively participate in the recruitment process.

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3. Plans and participates in the induction of new staff and acts as a preceptor.
4. Effectively works in a team with other nurses. Assists the Unit Manager in the maintenance and development of team morale, is supportive to all colleagues and assertively deals with conflict.
5. Be a visible and approachable resource for patients and staff for clinical and personal issues.
6. Undertakes the Individual Performance Review of qualified and unqualified staff in the ward, develop personal development plans with those staff and feed back to the Unit Manager.

#### **D. Education**

1. In conjunction with the Unit Manager, maintain a suitable learning environment for all grades of staff according to the University guidelines.
2. Ensure that qualified staff understand the educational objectives of all grades of staff.
3. Is conversant with the current curricula from the University.
4. Participate in the education of all grades of staff, liaising with the training department and the University.
5. Acts as a preceptor to students and assess their performance, liaising with the Tutors where necessary.
6. Encourages and supports staff development.
7. Maintain and enhance own knowledge through continuing education, training and research activities.
8. Take part in an individual performance review, reviewing personal development and performance in consultation with the Unit Manager.

#### **E. Quality and Development**

1. Facilitate clinical trials undertaken within the unit.
2. Identify possible changes in practice in the unit environment and plan and manage the change process.
3. In the absence of the Unit Manager, ensure that any complaints are dealt with

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professionally in a timely manner according to Trust policy.

4. Participate in working groups and/or projects within the Trust.

#### **ADDITIONAL INFORMATION**

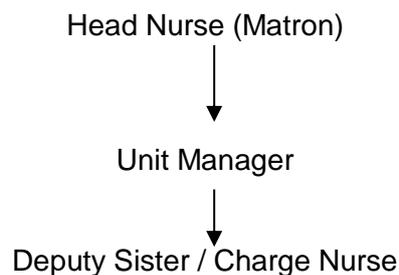
#### **Commitment to the Service Standards and the 5 Patient Promises**

To fully adopt and encompass the Trust's 5 Patient Promises and Service Standards into daily working practices.

All new and existing staff are expected to fully subscribe to the 5 Patient Promises and the Service Standards. All staff are required to attend the mandatory training for Service Standards thereby ensuring that they will be able to meet the agreed core objectives set within the Trust's appraisal system.

All staff will be expected to demonstrate the Service Standards in carrying out the duties of this post and to challenge any behaviours which contravene the Standards.

#### **ORGANISATION CHART**



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## ADDITIONAL INFORMATION

### Trust Values

 This image cannot currently be displayed.

### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

## COVID-19 Vaccinations

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The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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