

JOB DESCRIPTION

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|--------------------------------------|-----------------------------------|
| Job Title | Junior Sister/Charge Nurse |
| Band/ Grade | Band 6 |
| Directorate | Medical/Surgical |
| Professionally Accountable to | |
| Responsible to | Ward Sister |

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

To be responsible for promoting and implementing practice conducive to the development of high quality patient care by providing professional, clinical and managerial leadership. To take charge of the Unit in the absence of the Sister/Charge Nurse and provide support and guidance to all staff.

ORGANISATION CHART - See Appendix (if applicable)

MAIN FUNCTIONS OF THE JOB

Service Delivery

- Implement and evaluate the impact of Clinical Governance within the Unit.
- To support the Unit Senior Sister in the implementation of their role.
- To demonstrate clinical, professional and managerial leadership.
- To demonstrate an up to date knowledge of national and local professional issues and to lead/facilitate the implementation at a local level.
- To monitor and report on clinical and professional standards and take action where appropriate as required.
- To ensure effective liaison and professional relationships with all members of the multidisciplinary teams.
- To ensure adherence to the Trust's Health and Safety policies.
- To monitor, manage and report clinical workload to ensure the effective deployment of manpower, taking all possible actions to minimise risk when optimum staffing levels are not available.
- To undertake any other duties required by the line manager appropriate to the grade and relevant to the post.
- To minimise hazards in the working area and report any identifiable hazards to the line manager. To adhere to all safe systems of work applicable to the work area.
- To seek the views of patients and carers and ensure they are incorporated into proposed developments.

Effectively communicate complex, sensitive or contentious information to the multidisciplinary team gaining their co-operation

Clinical Responsibilities:

- In the absence of the Unit Sister ensure the clinical environment is adequately staffed and take all possible action to minimise risks when optimum staffing levels are compromised.
- To demonstrate expertise within sphere of practice.
- To ensure complaints within the sphere of responsibility are managed in a timely manner. In the absence of the Sister report actions taken to minimise risks.
- To ensure clinical incidents / near misses within the sphere of responsibility are managed in a timely manner. In the absence of the Sister report actions taken to minimise risks.
- To maintain confidentiality at all times.
- To promote awareness of child protection issues referring to area child protection policy and Trust policy. Attend child protection training in accordance with the policy.



- To promote awareness of adult protection issues referring to the Herefordshire Multi-Agency Policy and Procedures for The Protection of Vulnerable Adults from Abuse. Attend adult protection training sessions in accordance with the policies and procedures.

Research & Audit:

- To identify areas within the Unit for audit and participate in multi-disciplinary audit activity within the Trust.
- With support to actively lead, support and facilitate research activity within the Unit.
- To keep up to date with published research and audit findings external to the Trust, relating to the work of the Unit within the Trust.
- To communicate research developments to all colleagues ensuring the finding are incorporated into clinical practice where appropriate.
- Demonstrate an ability to critically appraise published research.

Training & Development:

- Identify areas for development/training within the appraisal structure.
- Participate in in-service and external training opportunities provided by the Trust.
- To maintain a continuous professional development portfolio.
- Take on delegated responsibilities conducive to personal development.

Administrative Responsibilities

- To order and authorise goods in accordance with the Trust's financial framework in the absence of the Unit Sister.

Managerial Responsibilities:

- To support the Sister in ensuring staffing is managed within the approved funded establishment.
- To support the Sister in ensuring that Human Resource objectives and workforce development plans form an integral part of the departmental annual business plan and objectives, including meeting targets for sickness absence, turnover and agency staff usage at or lower than the Trust targets.
- To undertake Performance Planning and Development Review (PPDR) of staff as directed by the Sister in accordance with Trust policy and Trust targets and that a Personal Development Plan is developed for each member of staff as part of the PPDR and that appropriate training is facilitated.
- To support the Sister in ensuring that the capability, conduct and performance of every member of staff are assessed and agreed action taken to address shortfalls and to ensure that sickness absence is managed and agreed action taken to address both short

and long term absence.

- To ensure that the philosophy and best practice for “Improving Working Lives” are adopted, openly discussed and implemented/actioned
- To ensure that processes exist for effectively communicating with all staff, irrespective of working pattern, that staff involvement in decision-making is positively encourage and that staff are fully engaged in changes affecting them. To ensure that the findings of the staff survey are openly discussed and action plans developed and implemented.
- To ensure that all Trust policies are complied with, brought to the attention of all staff and are readily and easily accessible.
- To comply with the NHS Code of Conduct.
- To be able to transfer knowledge/understanding to other staff and ensure that standards are maintained.
- Participate in the recruitment, selection/retention of staff.

Budget Management Responsibilities

- Assist in the effective management of the budget to ensure financial balance

Individual Responsibilities

- With support implement training programmes to expand the practice of all staff to enhance patient care.
- To demonstrate effectiveness as a role model and clinical supervisor.
- To develop IT knowledge and skills to enhance patient centered care.
- To demonstrate specialists knowledge within sphere of practice and act as a resource for the Trust.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

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| Manager Name: | Manager Signature: |
| Date: | |
| Post holder Name: | Post Holder Signature: |
| Date: | |

PERSON SPECIFICATION

Directorate

Medical or Surgical

Division

Job Title

Junior Sister/Charge

Nurse

Band/ Grade

Band 6

| PERSON SPECIFICATION | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| EDUCATION AND QUALIFICATIONS | | |
| RGN | Y | |
| Teaching qualification or courses relevant to specialty or studying towards | Y | |
| Relevant Diploma/Degree or equivalent | | Y |
| Evidence of relevant post registration education and training | Y | |
| A1 award or equivalent | Y | |
| SKILLS, KNOWLEDGE AND ABILITIES | | |
| Ability to communicate effectively both verbally and in writing to a wide range of people | Y | |
| Leadership ability | Y | |
| Time management of self and others | Y | |
| Demonstrate an ability to problem solve complex situations | Y | |
| Experience of Change Management | | Y |
| Advocate for the profession | Y | |
| Sound understanding of current nursing issues | Y | |
| Analytical and judgemental skills requiring analysis | Y | |
| Planning and organisational skills for a range of complex activities | Y | |
| EXPERIENCE | | |
| Previous experience within relevant clinical area | Y | |

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| Proven experience and achievements at Band 5 or equivalent | Y | |
| Experience of teaching within clinical areas | Y | |
| Experience of implementing change | Y | |
| Demonstrate the ability to deliver enhanced clinical skills and practice | Y | |
| To provide evidence of involvement of service development | | Y |
| PERSONAL ATTRIBUTES | | |
| Flexible & Adaptable working on a rotational basis | Y | |
| Ability to work well under pressure | Y | |
| Effective and sensitive handling of difficult information and situations | Y | |
| Team Player | Y | |
| OTHER FACTORS | | |
| Ability to fulfil the travel requirements of post | Y | |
| Able to meet Moving & Handling requirements of job with any aids or adaptations that may be required | Y | |