

## **Job Description**

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**Job Title:** Sister/Charge Nurse/Clinical Learning Lead.

**Grade:** Band 6.

**Reports To:** Clinical lead- Elective Surgical Care

**Accountable To:** Director of Nursing

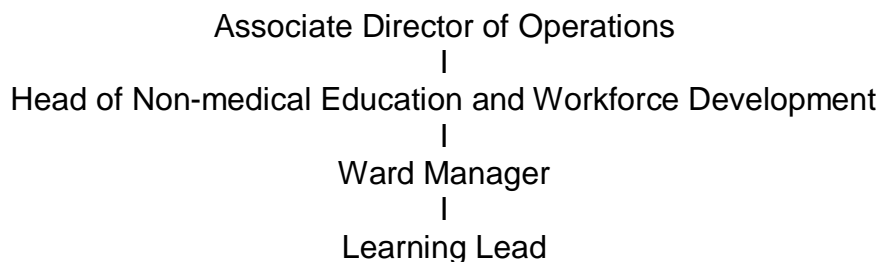
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### **Job Purpose:**

- The post holder will contribute to the development of the ward team and support the Ward Manager in the delivery of a consistently high quality and cost effective service. To deputise for the Ward Manager as required.
  - To work within and ensure continued development of an environment conducive to learning, integrating evidence based theory & practice within the ward
  - To provide clinical leadership and establish high quality learning environments through teaching and assessment, supporting all new starters and learners within the ward environment
  - To provide teaching and support to all staff who are supervising and assessing all new starters and learners
  - To work closely with the practice development team, the apprenticeship team and the learning and development department to support a coordinated approach to education, training and professional development.
  - To support staff in the development of competence and confidence in the delivery of high standards of care whilst being responsive to the needs of patients, relatives and carers as well as service demands
  - To manage time effectively between clinical and educational responsibilities in the ward ensuring a 75/25 % split
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### **Organisation Chart:**



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### **Key Result Areas:**

- Ensure that the wards philosophy is in line with the principles of clinical governance and that all staff understand its significance to practice
  - Always be aware of and follow Trust policies and procedures
  - To participate in the setting and maintaining of high standards of evidence based nursing
  - To assess, supervise and evaluate work of nursing staff and learners within the ward environment
  - Promote patient and carers involvement in care planning, delivery and evaluation, ensuring all new starters and learners develop the necessary skills to do this appropriate to the individuals role
  - Communicate appropriately keeping patients and their relatives/families informed of treatment and progress.
  - Communicate and interact with patients, carers and staff in a non-judgmental way, demonstrating mutual respect and trust utilising a variety of communication skills.
  - Maintain effective relationships between the ward and the multi-disciplinary team
  - To maintain accurate and comprehensive records of patients care in line with the NMC code for record keeping
  - Co-ordinate clinical activities within the ward and have responsibility for shift management
  - Ensure patients and relatives needs are met in a courteous, helpful and compassionate manner
  - Ensure all new starters and learners are supported in becoming competent and capable practitioners by employing and assessing against appropriate development programmes and/or local competency frameworks
  - Act as an advocate for work based learning within the Trust, supporting staff and their inter-professional learning practice
  - Explore and exploit opportunities for learning, development and change, facilitate staff ownership of change and ensure robust systems of evaluation are in operation
  - Identify good practice and foster a culture which celebrates and shares good practice
  - Scope and develop Learning Needs Analysis in conjunction with the ward manager for the unit
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- Support staff where they are under a performance management process, that have a learning and development need
- Participate in the formation of development objectives for individuals incorporating any knowledge and skills frameworks, monitoring and facilitating gateway accessibility
- Provide information, guidance, advice, support and recommendations to improve service and training quality
- Develop assessors and supervisors skills through coaching style to effectively feedback including clinical skill assessments.
- Share lessons learnt through investigations, critical incident analysis and encourage others to do the same.
- Encourage and support staff to raise concerns through incident reporting, freedom to speak you, whistle blowing policy
- Comply with the Data Protection Act to ensure appropriate action is taken to ensure confidentiality and protection of patient information

### **Professional**

- Always behave in a manner that upholds the reputation of the nursing profession and the organisation, adhere to trust policy
- Accountable for your own professional registration and revalidation demonstrate professional leadership adhering to NMC code of professional conduct
- Keep abreast of new health care related developments, ensuring that nursing practice is up to date, evidence based and cost effective
- Responsible for the development and maintenance of personal professional portfolio to ensure timely revalidation
- Participate in clinical supervision

### **Interpersonal Skills**

- Work collaboratively with all key stakeholders to facilitate evidence based practice in an environment which continually strives to deliver excellence in healthcare
- Be able to communicate to people in a form and manner which is consistent with their level of understanding, culture, background and preferred way of communication
- Be able to educate and practice high standards of basic nursing care and knowledge.
- To support and inspire colleagues working within the relevant field in developing advanced knowledge & skills and competent professional practice
- Be able to teach and present to large groups
- Employ motivational, persuasive, empathetic and physical communication skills using a wide range of media
- Produce and contribute to reports, action plans and strategy documents as required

## **Equality & Diversity**

- Acts in a way that supports equality and values diversity
- Develop a culture that promotes equality and values diversity
- Develop an understanding of the quality & diversity agenda, in all staff
- Participate in Equality and Diversity Impact Assessments as appropriate

## **Health Safety & Security**

- Monitors and maintain health, safety and security of self and others within the organisation
- Promote, monitor and maintain best practice in health, safety & security
- Develop and maintain an environment and culture that improves health, safety & security
- Carry out or participate in risk assessments to identify the risks involved in the work activity and process
- How to manage or contribute to the management of the identified risk
- How to help others correctly identify, report and manage all risks, critical incidents and near misses

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### **General Items:**

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to

cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

**For Band 6 and above**

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

**This job description is subject to review at any time in consultation with the post holder.**