

<b>POST TITLE:</b>	Sister / Charge Nurse
<b>BAND:</b>	Band 6
<b>ACCOUNTABLE TO:</b>	Ward Manager
<b>RESPONSIBLE TO:</b>	Ward Manager

## JOB OVERVIEW

To assist the ward manager in the assessment, planning, implementation and evaluation of services to provide clinical and managerial leadership for nursing and support staff. Deputises forward manager in their absence. Taking a lead on clinical practice issues

## DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

The postholder: -

- To work within the NMC code of professional practice, and within policies, procedures and guidelines of Calderdale & Huddersfield NHS Trust.
- To ensure that high standards of nursing care are given and maintained and act when standards are not being maintained.
- Act a clinical role model, ensuring clinical expertise and practice is enhanced
- To participate in the assessing, planning, implementation and evaluation of individualised programmes of care.
- To recognise changes in patients' conditions which require the intervention of others and refer on as appropriate
- To clearly present the patients point of view to others, including promoting and protecting the interest and dignity of patients.
- Support the ward manager in ensuring the ward has appropriate Link nurses and support them undertaking that role.
- To provide clinical and managerial leadership for nursing and support staff. Deputises for the ward manager in their absence.
- Taking a lead on clinical practice issues
- To take an active role in risk assessment, supporting implementation of strategies to minimise risk.
- Ensuring incidents and near misses are reported, through promoting a no blame culture.
- To establish and maintain effective communication, both verbal and written and relationships with Multi-disciplinary team
- To be aware of team members skills / capabilities and be able to delegate tasks appropriately.
- Take an active role in the recruitment and selection of junior staff.
- Act as an innovative and enthusiastic role model, providing leadership, guidance and advice to staff on operational & professional issues.
- Attend and participate in meetings as required including providing feedback and disseminating information as appropriate.
- To provide mentorship and preceptorship as required
- To support the ward sister in providing a suitable & effective learning environment for students etc.

- To take responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with re-registration requirement.
- To support the development of another team member
- To manage verbal complaints and refer on when unable to resolve, encouraging junior staff to be proactive in the management of verbal / potential complaints.
- To participate in investigation of incidents / complaints required, including preparing detailed report/ letters to complainants.
- To recognise, prevent where possible, and manage areas of conflict, reporting to ward manager if unable to resolve.
- Undertake P.D.R's for team members.
- Support the ward manager in the monitoring of sickness/ absence and act accordingly within trust policies.
- Contribute to site management rota Deputising for the ward manager
- Be proactive in the development of clinical area, supporting ward manager in business planning process / service development, through contribution of new ideas to improve patient care / experience.

***This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.***

**PERSON SPECIFICATION**

**ROLE TITLE:** Sister/Charge Nurse  
**BAND:** 6

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
<b>QUALIFICATIONS / TRAINING</b>				
First level Registration Diploma	<b>E</b>	Y		
Teaching/Mentoring Certificate / skills	<b>E</b>	Y		
Post registration education in relevant specialty	<b>E</b>	Y		
Other Post Basic Qualification	<b>D</b>	Y		
Working towards appropriate degree.	<b>D</b>	Y		
<b>KNOWLEDGE, EXPERIENCE &amp; EXPERTISE</b>				
Experience as a band 5 within acute nursing environment or in cardiology	<b>E</b>	Y	Y	Y
Cardiac experience	<b>D</b>	Y	Y	Y
Responsible for own post basic education	<b>E</b>	Y	Y	Y
To meet the requirements of the service and PREP	<b>E</b>	Y	Y	Y
Recruitment and selection	<b>E</b>	Y	Y	Y
Knowledge of future provision of services	<b>E</b>	Y	Y	Y
<b>COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)</b>				
Excellent written and verbal communication skills	<b>E</b>	Y		
Ability to foster multi-disciplinary working.	<b>E</b>	Y		
Works within budgetary parameters	<b>E</b>	Y		
<b>DBS REQUIREMENT</b>				
<i>This position is eligible for an enhanced check with adults and children's barred list information</i>				