

# Neonatal Sister/ Charge Nurse

## Nursing and Midwifery

### Job Description and Person Specification



## About us

Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) is a large teaching Trust located in North East London. Our Vision is to provide outstanding healthcare to our community, delivered with pride.

We care for a population of more than 750,000 people and are one of the largest employers in the region, with 7,500 staff and volunteers.

We have a national and international reputation for many of our specialist services, including stroke, renal, neurosciences, cancer services and trauma.

Depending on the kind of work you'd like to do, you could work in one of two locations:

- King George Hospital in Goodmayes, Ilford
- Queen's Hospital in Romford

Both hospitals provide a wide range of acute hospital services including: Emergency Department (A&E), outpatients, surgery, inpatient medical care and critical care. Together both hospitals have more than 1,000 inpatient beds.

Our Trust works in partnership with the Virginia Mason Institute (VMI) based in Seattle. It is one of only five hospital Trusts in the UK to have this arrangement. The Virginia Mason Institute is known for helping healthcare organisations around the world to create and sustain a 'lean' culture of continuous improvement which puts patients first.

## Our Trust values

We take PRIDE in everything we do, our five core values reflect that PRIDE. These values were developed together with our staff. We work hard to provide outstanding care to our community, delivered with PRIDE.

Our PRIDE values of Passion; Responsibility; Innovation; Drive and Empowerment inspire us and keep our patients at the heart of everything we do.

**OUR VISION:** TO PROVIDE OUTSTANDING HEALTHCARE  
TO OUR COMMUNITY, DELIVERED WITH PRIDE

## OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

## Job Description

**Job title: Neonatal Sister/ Charge Nurse**

**Band: 7**

**Hours of work: 30.0 hrs**

**Location: Across the Service**

**Specialty/department: Neonates**

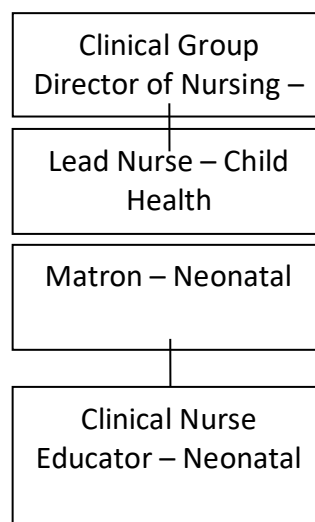
**Accountable to: Neonatology Matron**

**Responsible to: Clinical Group Director of Nursing**

### 1. Job purpose

To act as a role model and provide leadership in the clinical area. To demonstrate enhanced clinical specialist skills in order to provide the highest standard of individualised patient care plans while supervising the work of others. The post holder will have continuing managerial, clinical and professional responsibility within the Neonatal Units in the most efficient and safe manner in accordance with the Directorate and BHR Trust Policies (G6, CD2, CD5, HWB5)

### Organisational Position



## **2. Relationships**

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

### **Internal Relationships**

All clinical staff, General Managers and non-clinical support staff  
Trust managers  
Trust Board and Non-Executive Directors

### **External Relationships**

Business visitors to the Trust  
Members of the public  
Clinical and Non clinical staff from other NHS and private organisations

## **3. Job summary**

The Sister/Charge Nurse will actively participate in and oversee the management of the clinical area. They will act as a mentor, supervisor and line manager to senior and junior staff nurses, nursery nurses, ancillary support and clerical workers, including student nurses and medical staff. The Sister/Charge Nurse is primarily responsible for the clinical management of the unit and its integrated governance. (CD2, CD5)

## **4. Clinical / operational responsibilities**

1. Co-ordinate, develop and evaluate all aspects of planning and delivery on a daily basis that will be assured by personal involvement and clinical competency. (HWB5, HWB2)
2. In collaboration with other members of the multidisciplinary team develop clinical standards, monitor, audit and review clinical practice accordingly, in line with the principles of Clinical governance. Participate in the Clinical Governance framework developed within the Directorate. (G6)
3. Be a visible point of contact for infant's carers, visitors relatives and staff, acting as a resource for problems and needs, conferring with carers as necessary, and able to clearly present their point of view to others. Receiving and processing any complaints, using enhanced skills to deal with conflict and parental crisis. (CD1, CD6)
4. Working in partnership with the Matron, Advanced Neonatal Nurse Practitioner, Clinical Educator and Neonatal staff, develop and direct the delivery of high standards of patient care. (G6)

5. Facilitate and maintain effective communication networks with the following: (All CD1)
  - The Neonatal Team
  - The Midwifery Team
  - Paediatric wards/departments
  - Children's Home Care Team
  - Child Protection Teams
  - Social Services
6. Develop and direct the delivery of care to families as described in the Neonatal Bereavement Policy. (CD6)
7. In conjunction with Consultants or other medical staff as appropriate, ensure that infant care plans are regularly updated, and changes implemented. Ensure that nursing records and documentation are maintained in accordance with the NMC "Standards for Records and Record Keeping". (CD2)
8. Administer all medicines in accordance with Trust Policies for Drug Custody and the NMC document "Standard for the Administration of Medicines". (CD2)
9. Ensure that best family care practice is shared with colleagues in the Directorate, Trust and at a National level.(CD1, CD5, CD4)
- 10.Ensure record keeping within the area is accurate and contemporaneous. This included both clinical and management data and documentation. Ensure auditable statistics are kept. (IK1, CD1, CD4)
- 11.To ensure that all nurses are able to give the highest quality and safe standards of care to all neonates and families based on national and local policies and guidelines. (CD2, CD3, CD5, G6)

#### MANAGERIAL

- Ensure the delivery of care in accordance with the policies, procedures, guidelines and practices of Barking, Havering and Redbridge Trust and ensure that all staff is kept up to date with such procedures. (HWB5, CD5)
- In conjunction with other senior nurses establish a clear focus and direction for the service; ensuring staff understand the purpose and objectives of the units and their role within the team. Provide them with guidance and support in order for them to fulfil their roles. Ensure that they are kept informed of directorate policy, strategy and progress in relation to all aspects of neonatal care.(CD5, G6)
- Ensure confidentiality is maintained in all aspects and levels of communication especially pertaining to babies, carers and staff. (CD1)
- Contribute to a working climate, which encourages flexible team working amongst staff whilst allowing them the opportunity to show initiative. Identify

and minimise interpersonal conflicts that may affect team or individual performance. (CD2, G6)

- Work with the Matron to monitor and control expenditure and the use of resources within an agreed budget line and contribute to increasing efficiency and controlling costs in the units and make recommendations for future expenditure within agreed limits.(G4)
- To be mainly responsible for maintaining correct levels of equipment, medical devices and consumables including sterilised packs and instruments (CD4, CD5)
- Contribute proactively to accurate collection, assimilation and entry of neonatal activity data and cot state information in both electronic and non-electronic format as necessary (CD4, IK1)
- Contribute to the effective management of change. Together with the Clinicians, Matron, Advanced Neonatal Nurse Practitioner, and Clinical Educator, establish working groups to develop specific project work.(CD2)
- Comply with Health & Safety policies and ensure that staff, patients and visitors are appropriately informed and advised.(CD5, HWB5)
- Support in monitoring and reviewing quality standards that impact upon the delivery of infant care. Contribute to the mechanisms of feedback from the team and the consumers of health care. (CD5, IK1)
- To participate in the managerial duties as required in the absence of the Matron and his deputy (G6)
- To participate in all aspects of Clinical Governance. (CD3)

## **5. Policy, service, organisational and professional responsibilities**

### **RESEARCH & AUDIT**

- Demonstrate clear objectives in utilising research-based practice. Identify units and service development needs. Implement audit and research wherever appropriate. (CD5, CD4)
- Participate in the development of all infant care policies and procedures utilising clinical audit and risk assessments to assist in the production of clinical guidelines and protocols where appropriate and ensure implementation of such policies. (CD5, CD4)
- Establish and encourage implementation of relevant research-led practice on the units, in order to improve all aspects of family care. (CD2)
- Undertake and facilitate research to be undertaken on the provision of infant care in relation to effective discharge planning and support for families. (CD5)

- Support and participate in clinical benchmarking within the units and Network. (CD5, G6)
- To undertake audits that aim to improve the quality of care that we deliver (CD4, CD5).

## EDUCATION & TRAINING

- Work in partnership with the Clinical Educator and other nurses to ensure an effective learning environment suited to the needs of pre and post registered students and other learners. (G1, G6)
- Together with other senior nurses facilitate a culture that involves/empowers staff, supports their professional development and encourages them to participate actively in shaping service advancements. (G1, G6)
- Support staff in developing their clinical competencies, utilising the Directorate's and Trusts Competency Framework. Undertake annual appraisal of individual competencies, providing coaching and guidance in developing on, and working on their own, Personal Development Plans.(CD2)
- Provide an authoritative and credible source of knowledge and specialist clinical advice/information to the team, taking an active role in self-development, objectively reviewing own performance in terms of management, clinical practice and decision making, identifying own needs and taking steps to meet those needs. Keep abreast of clinical and professional developments and be able to demonstrate this in accordance with PREP and clinical practice. (CD4, CD5, G6)
- To attend and participate in the in- service multidisciplinary teaching programmes as well as Trust Mandatory Training.(CD2)
- To actively participate in the regular evaluation of unit protocols and procedures.(CD4, CD2, G1)
- Assist in the competency framework for all staff. (CD4, CD2, CD3, G6)

## PROFESSIONAL

- Take opportunities to be a representative at local/regional/national level (CD2, CD4, G1)
- The post holder may from time to time be required to carry out other duties appropriate to experience, grade and scope of the post. (G6, G1, CD2)
- Undertake any duties, which may be reasonably required, in addition to those, attached relating to your specific area. (G1, CD2)

- All nurses are required to work within the guidelines laid down by the NMC and their Professional Conduct including maintenance of effective registration.(CD3)
- Provide a professional image at all times and be accountable for own clinical practice. (G1)
- To ensure documentation is in accordance with NMC guidelines.(Ik1)
- To act in accordance with the NMC professional code of conduct for Nurses, Midwives and Health visitors. (CD6)

## **6. General**

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.
- There will be many occasions when the post holder has to deal with distressed patients or members of the public who may manifest anxiety and anger. (CD1)
- The post holder is expected to wear uniform at all times in accordance with BHRT Uniform Policy (CD5)

## **7. Personal development**

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

- To keep abreast with all aspects of Neonatal Nursing, current research and clinical developments. (G1, CD4)
- To be responsible for the appraisal of on performance through individual performance review and appraisal. (G6, G1)
- To demonstrate and build on achieved competencies in Neonatal Nursing using evidence based practice and research.(G1, CD4, G6)
- To participate in the education and act as link assessor for student nurses/midwives by acting as mentor / preceptor /role model and through discussion, supervised practice and tutorials. (CD2, G6, CD4)



## **8. Mandatory Trust responsibilities**

### **Amending the job description**

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

### **Confidentiality**

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “Caldicott principles”.

### **Data protection**

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust’s fair processing notice on its [intranet](#) and [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

### **Leaders’ agreement**

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust ‘Leaders’ Agreement’.

### **Policies and procedures**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of our Trust’s Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

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

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

### **Health and safety**

Employees must be aware of the responsibilities placed on them by the Health and Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

### **Sustainable development and our health and wellbeing**

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

### **Infection control**

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

### **Smoke free**

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes ("vaping") may be used outside hospital buildings.

### **General**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

**Equal opportunities policy**

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

**Date: November 2016**

**Prepared By:** *Oscar Soliven*

## Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
<b>Education/ Qualifications</b>	Valid qualification as RN Adult RN Child/ RM  Neonatal specialist qualification QIS and NLS.  Teaching & assessing in the clinical setting  Educated at degree level.  A valid NLS Certificate.	Leadership and management courses.  Teaching, assessing and evidence of professional development  Evidence of research and audit.	Application form , Interview  Application form , Presentation, Interview
<b>Skills/ Abilities</b>	Leadership & interpersonal skills  Enhanced/ advanced clinical skills  Good verbal and written skills  Able to manage performance & conflict  Able to recognise stress in self & others  Able to work within a multi-racial & cultural environment  Proficient computer skills particularly in Microsoft Word and other healthcare-related programmes/ software		Presentation , Interview  Application form, Interview  Application form, Presentation  Interview  Interview  Interview  Interview  Application, Presentation, Interview
<b>Experience/ Knowledge</b>	At least two years of work experience as senior staff nurse in a NICU with a minimum of 2 Intensive care cots  Resource management.  Management of change within	Work experience as a Sister in a neonatal unit	Application form , Interview  Application form, Interview

	<p>a multidisciplinary team. Staff appraisal &amp; personal development programmes (KSF)</p> <p>Knowledge of advanced neonatal practise &amp; the utilisation of up to date technology.</p> <p>Knowledge of National Neonatal policies &amp; guidelines.</p> <p>Knowledge, understanding &amp; ability to ensure staff contribute fully to a Clinical Governance agenda.</p> <p>Knowledge of policy and protocol development and collaboration with the multidisciplinary team.</p>		<p>Interview Application form, Interview</p> <p>Application from , Presentation, Interview</p> <p>Presentation, Interview</p> <p>Presentation, Interview</p> <p>Presentation, Interview</p>
<b>Personal Qualities</b>	<p>Professional attitude and decorum</p> <p>Good organisation/ time management skills</p>		<p>Interview</p> <p>Interview</p>