

JOB DESCRIPTION

TITLE: Ward Sister

Band: 6

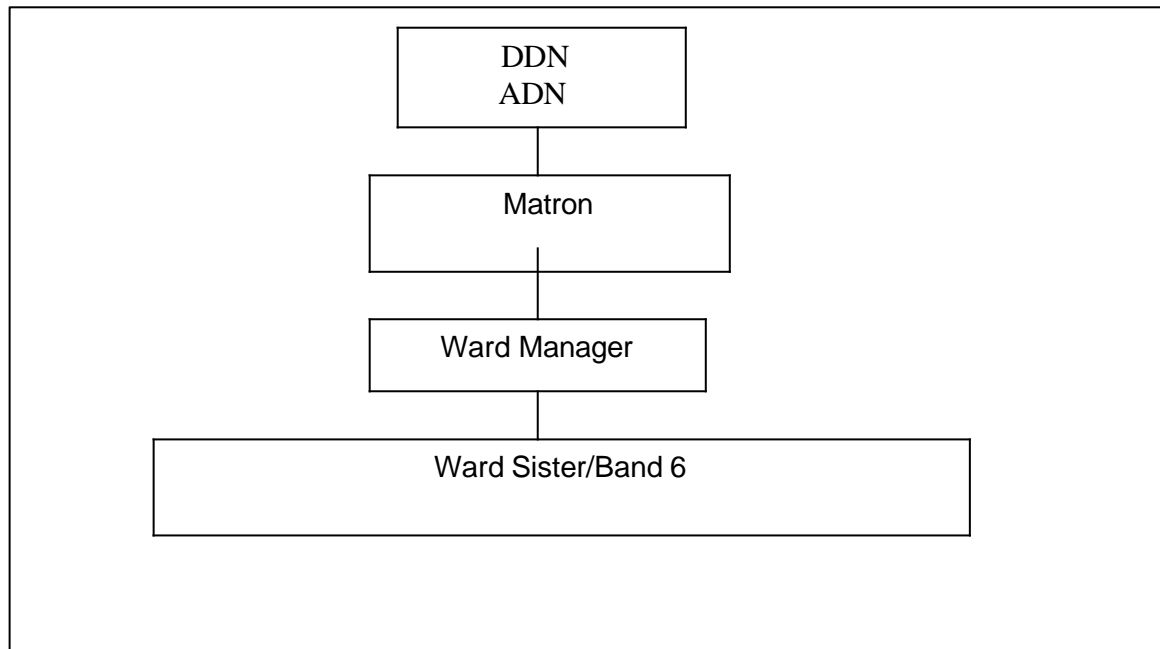
Managerially Accountable to: (Managerially) Ward Manager

(Reporting) Ward Manager

Professionally Accountable to: (Professionally) Matron

(Clinical) Ward Manager

ORGANISATION CHART:



Job Summary:

The post holder is responsible for maintaining high standards of care within the ward and will regularly take charge of co-ordinating the ward in the

absence of the ward manager; they will lead shifts and have designated responsibilities from the ward manager as part of their portfolio.

Main Duties:

The post holder is expected to:

- Participate in the overall management of the ward including nights in conjunction with the Ward manager.
- Support the Ward Manager in the education and training of ward staff.
- In co-ordination with the Ward Manager promote delivery of high quality research based nursing care.
- Participate in the implementation and monitoring of programmes of care.
- Responsible for promoting effective and efficient utilisation of available resources.
- To facilitate an environment conducive to learning and professional development.
- Ensure that Trust policies and directives are adhered to at Ward level.
- Act in accordance with the Nursing & Midwifery Code of Conduct (NMC)
- Deputise for the Ward Manager as required.
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Management:

The post holder is expected to:

- Ensure effective communication with all members of the multidisciplinary team.
- In accordance with the NHS and Community Care Act (1990), ensure that discharge planning for all patients is commenced on admission and involves all members of the Multidisciplinary Team.
- Take the lead and compile duty rotas for nursing staff with attention to efficient and effective skill mix.
- Be responsible for co-ordinating holiday leave, study leave and training.
- Be involved in the investigation of complaints from patients, relatives, other staff and members of the public in accordance with Trust policy.
- Ensure the correct handling, storage, maintenance and utilisation of drugs,

equipment and supplies.

- As a senior nurse on the unit advise staff in the absence of the Ward Manager.
- Be responsible for ensuring that standards in the clinical area are in keeping with the NMC Code of Conduct.
- Participate in departmental and professional group meetings as required, and lead on other groups as directed by the Ward Manager.

Professional:

The post holder is expected to:

- Act as a resource for other Unit personnel, providing advice, nursing expertise and specialist knowledge as required.
- Be responsible for maintaining his/her own professional status and ensuring that the NMC's requirements for registration are adhered to.

Personnel:

The post holder is expected to:

- Participate with the recruitment and selection of staff in liaison with the Ward Manager.
- Assist the Ward Manager in formulating a programme of appraisal for ward staff with provision of individualised training and development plans.

Education & Training:

The post holder is expected to:

- Assist the Ward Manager in the co-ordination of education and training of pre and post registered students including preceptorship of newly qualified staff, cadets and Health Care Assistants undertaking NVQ training.
- Participate in the management provision of leadership experience and expertise on the ward.
- Be responsible for pursuing his/her own professional development.
- Assist with the development and up-dating of patient education and health promotion programmes for patients/relatives/carers.
- Assist to provide a good learning environment for both pre and post registration nurses, NVQ candidates and other learners.

- Actively encourage continuous development of nurses, providing suitable learning opportunities on the ward.

Research:

The post holder is expected to :

- Promote and assist with the implementation of research based practice.
- Demonstrate commitment to develop own research skills.
- Disseminate current research ideas and areas for further investigation.
- Be receptive and supportive towards the research plans of others.
- Participate and contribute to clinical audit and multidisciplinary research.

Individual Responsibilities:

The post holder is expected to:

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust

Confidentiality:

All Trust staff and contractors working for the Trust have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended.

The disclosure and use of confidential patient information needs to be both lawful and ethical.

Information Governance:

Trust staff must keep up-to-date with the requirements of Information Governance and must follow Trust policies and procedures to ensure that Trust information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment with the Trust, making the records available for sharing in a controlled manner, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldicott guidelines). If you are required to make entries into health records, you must ensure these entries are legible and attributable, and that record keeping is contemporaneous.

Health & Safety:

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies.

The Trust provides an annual update on Governance and Health & Safety issues to staff.

Risk Management:

Ensure that you implement systems and procedures at local level to fulfil the requirements of the Trust's Risk Management Strategy including local management and resolution of complaints and concerns, management of Untoward Incidents / Near Misses, and compliance with the Risk Profiling Programme. Your specific responsibility for Risk Management will be clarified to you by your Head of Department at your local induction

Equal opportunities:

The Trust has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

Improving Working Lives:

You will be expected to give a commitment to apply the principles of Improving Working Lives, and participate in any events and initiatives as and when appropriate.

Child Protection:

All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.

Infection Control:

All employees have a personal responsibility for adhering to the control of infection policy. Further guidance can be sought from your Line Manager.

Records Management/Data Protection Act:

As an employee of the Trust, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Standards of Conduct:

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities, confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

- Put patients first
- Respect the individual
- Act with integrity
- Serve the community
- Promote positive change

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy

This Job Description is a broad outline of the duties and responsibilities of the post. It will be subject to review and amendment in consultation with the post holder on an annual basis.

EAST LANCASHIRE HOSPITALS N.H.S. TRUST

PERSONNEL SPECIFICATION

Post: Band 6

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NMC Registration 	
Experience	<ul style="list-style-type: none"> Proven development of own skills and clinical knowledge 	
Communication Skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills Effective listening skills Ability to document accurately and concisely Innovative 	
Flexibility	<ul style="list-style-type: none"> Flexible to the needs of the service, including rotation to night duty and weekends Ability to adapt to the changing needs of the service Ability to perform well under pressure. Can move forward with change and act as an effective change agent in the clinical setting. Keen to embrace new concepts. 	
People Skills	<ul style="list-style-type: none"> Ability to manage conflict Friendly and caring manner, demonstrating ability to deal 	<ul style="list-style-type: none"> Experience in human resource management

	sympathetically and supportive with people <ul style="list-style-type: none"> • Promotes effective teamwork 	<ul style="list-style-type: none"> • Participation in service development
Knowledge and Abilities	<ul style="list-style-type: none"> • Knowledge of professional issues • Ability to provide educational support by a variety of methods • Ability to manage time and delegate effectively • Ability to motivate and develop the multidisciplinary team • Evidence of being up to date with current practice 	<ul style="list-style-type: none"> • Actively seeks to develop their own knowledge, skills and ability

EFFORT FACTORS

○ PHYSICAL EFFORT

What physical effort is required for the job?

Type of Physical Effort	How Often	For How Long	What weight is involved	Any mechanical Aids

Is the job holder expected to sit/stand in a restricted position?

Yes ☐
 No ☒

How often? ☐ Every shift ☐ Weekly ☐ Monthly ☐ Less often ☐

For how long? ☐ Less than 20 minutes on each occasion ☐ More than 20 minutes on each occasion

○ MENTAL EFFORT

Are there any duties requiring particular concentration?

Types of Duties	How Often	For How Long
Compiling off off-duties, maintenance of patient records, conducting staff meetings, case conferences etc	Throughout shift	Variable

Are there any duties of an unpredictable nature?

Types of Duties	How Often	For How Long
Dealing with patients and members of the general public is very unpredictable	Throughout shift	Variable

o **EMOTIONAL EFFORT**

Does the job involve dealing with any distressing or emotional circumstances?

Types of Circumstance	Direct/Indirect Exposure	How Often?
Dealing with patients and relatives who may be upset, breaking bad news and caring for patients who are end of life	Direct	Variable

o **WORKING CONDITIONS**

Does the job involve exposure to unpleasant working conditions?

What Working Conditions	How Often?
May on occasions be exposed to unpleasant smells	Variable

Job Description Agreement:

Post holder's signature: _____

Date: _____

Line Manager's signature: _____

Safe | Personal | Effective



East Lancashire Hospitals

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