

Job Description

Post	Junior Sister
Band	6
Department	Dermatology
Responsible to	Dermatology Nurse Specialist
Professionally Accountable to	Directorate Manager Matron
Date written	09/03/15 Updated 2019/2021
Written by	Pat Woolacott/Rachel Ruddy

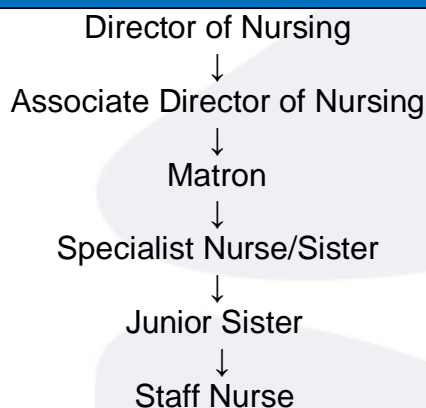
Job Summary

To support the Dermatology Nurse Specialist in the general management of the clinical environment, ensuring that a high quality service is provided.
They will be responsible for the management and leadership of a team of nurses ensuring that staff within the team are supported and developed within their role.

Key Working Relationships

Dermatology Nurse Specialists, Dermatology Nurses, Healthcare Assistants, Consultants, Dermatology Doctors, Admin Team

Organisational Structure



Main Duties and Responsibilities

MAIN DUTIES

Professional

To act in accordance with the NMC Code for Nurses and Midwives and to be accountable for own clinical practice and professional actions at all times.

Regularly take charge of the department in the absence of the Dermatology Nurse Specialist.



Compassion



Accountability



Respect



Integrity



Courage

To demonstrate professional development in the field of Dermatology.

To deputise for the Dermatology Nurse Specialist at internal and external meetings relevant to the speciality

To maintain own skills and knowledge and demonstrate clinical excellence and high standards of practice to other staff.

Ensure that agreed nursing procedures are known and followed

Maintain profession portfolio and responsibility for own professional development.

Clinical

Provide clinical nursing expertise and supervision of all grades of staff within the department, to ensure a high standard of care.

Supervise the assessing, planning, implementation and evaluation of patient care, thus providing high standards of patient care at all times.

Ensure that the care given reflects the hospital and departmental philosophies, standards and protocols.

Act as an effective role model and resource/adviser to colleagues, in the delivery of nursing care.

Ensure that nursing practice reflects current clinical developments and is based on sound evidence.

Promote a healthy positive and safe environment for patients and staff.

Advise patients, relatives and friends as appropriate on the promotion of health and prevention of illness.

Meet clinical objectives as agreed separately with Dermatology Nurse Specialist.

Actively participate in the assessment and management of patients with skin conditions, acute and chronic wounds and minor surgical wounds. Provide support for patients, parents and/or carers throughout their management.

Actively participate in specialist dermatology clinics as determined by service need.

Provide education and information to the patients and carers about their skin condition and treatments, promoting and encouraging self-care where appropriate.

Able to travel and conduct nurse led dermatology clinics alongside Consultants and GPwSI in a variety of settings, including hospital and community settings within the county.

Actively participate with paediatric clinics and able to deal with both children and their parents/carers.

Management

Assist the Dermatology Nurse Specialist in planning the staff duty rotas to meet the requirements of the Department and patients' needs working variable shifts as appropriate.

Assist the Dermatology Nurse Specialist in monitoring and appraising the performance of staff within their sphere of responsibility.

Be aware of the budgetary requirements within their clinical areas of nursing.

Participate in regular staff and directorate meetings.

Demonstrate leadership skills; achieve good moral, with open communication between all disciplines of staff.

Assist the Dermatology Nurse Specialist to create and maintain positive working relationships within the multidisciplinary team.

Act as a change agent to promote innovation and high standard of practice.

Help to develop methods at department level to monitor standards of care in liaison with the Dermatology Nurse Specialist.

Personnel

To Have knowledge of the Health and Safety at Work act, COSHH, Clinical Risk and the Trust policies.

Assist in ensuring that all aspects of the policies are known and followed

Be fully conversant with emergence procedures.

Facilitate and monitor compliance of nursing staff within own team with statutory and Trust mandatory training

At all times ensure that own actions support and promote equality and the rights of patients, public and colleagues.

Display an ability to be self-motivated, enthusiastic and to perform as a team player.

Educational

Help to facilitate a learning environment that is conducive to the acquisition of further skill and knowledge for all grades of staff.

Identify training needs for team members and help in the completion of training needs analysis for the unit to ensure all staff have the opportunity for personal and professional development.

Be aware of current nursing trends, particularly in dermatology and be responsible for developing and sustaining own knowledge and skills.

Act as role model to colleagues in the demonstration of high standards of practice by working with staff in the clinical setting.

Be actively involved in the teaching of all staff at department and directorate level and contribute to the development and implementation of the unit's training and development strategy.

Will participate in the assessment of learner nurse and health care support nurses.

Statutory and Miscellaneous

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns of if registration lapses or expires (all registered staff).
- This post involves treatment to children and/or adults at risk, as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary for the post holder to apply for and be in receipt of a satisfactory enhanced DBS check.
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. Appropriate notice of such changes will be given.

Confidentiality, Data Protection and Data Quality

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- Uphold its principles; and
- Adhere to Trust policies and to maintain strict confidentiality at all times.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and

consent is gained, where appropriate.

Safeguarding Children and Adults at Risk

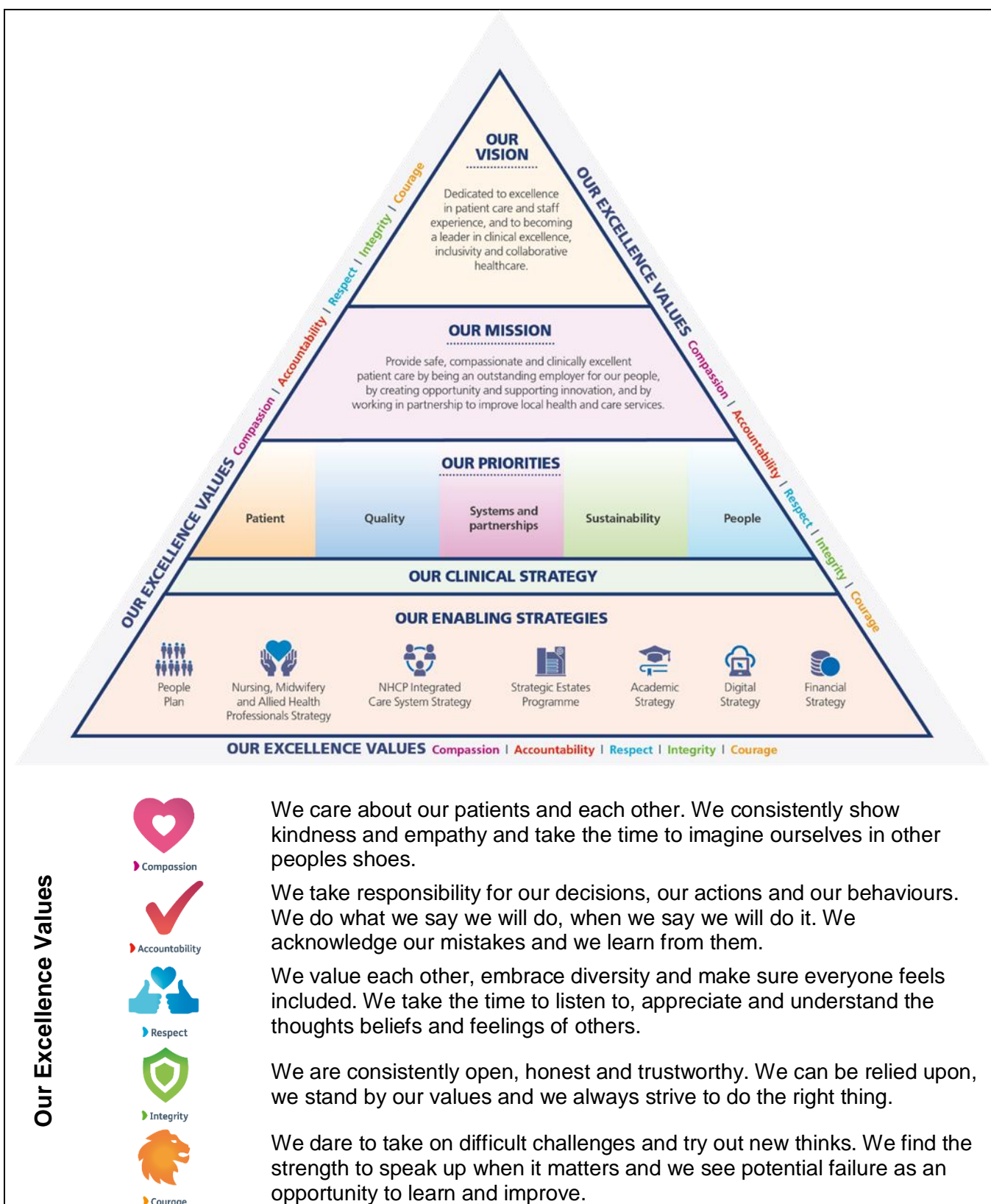
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

Our Vision and Values

Northampton General Hospital NHS Trust and Kettering General Hospital NHS Foundation Trust are both part of the University Hospitals of Northamptonshire Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team, leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)
- [Kettering General Hospital](#)



Shortlisting Criteria	Essential	Desirable
Educations, Training and Qualifications		
Registered General Nurse qualified at Diploma/ Degree level	X	
Teaching and assessing followed by period of consolidation of theory into practice	X	
Accredited Dermatology course or other relevant accredited course.	X	
Evidence of recent professional development in Dermatology and up to date portfolio	X	
Relevant Dermatology courses at degree level or above		X
Knowledge and Experience		
3 years post registration experience	X	
At least 18 months experience in Dermatology with proven clinical expertise	X	
Photodynamic Therapy experience		X
Experience in other specialties closely related to dermatology.		X
Knowledge of Dermatology conditions and treatments	X	
Basic knowledge of budget keeping /Staff management	X	
Experience of assisting with recruitment		X
Dealing with sickness and absence	X	
Skills		
Experience of team nursing and team building	X	
Excellent communication skills with individuals and members of multidisciplinary team	X	
Ability to work well within a team and have effective interpersonal skills	X	
Able to plan deliver and evaluate high standards of nursing care	X	
Ability to, perform as a role model, facilitator and educator	X	
Basic management skills with the ability to prioritise and organise workload effectively	X	
Ability to support the Dermatology Nurse Specialist both clinically and in management	X	

An ability to organise the transfer and discharge of dermatology patients to the community or other hospital services ensuring patient safety at all times	X	
Ability to participate in the management of change and support junior staff	X	
An ability to think quickly, assess clinical situations and make appropriate decisions based on the information gained.	X	
The confidence to take independent action and/or seek advice from a senior member of staff	X	
An ability to use available resources effectively, ensuring a safe environment for patients and relatives	X	
An ability to teach staff new to the clinical area, and less experienced staff, students and members of the multidisciplinary team. Also to participate in teaching programmes arranged for other staff within the Trusts when service needs allow.	X	
Ability to produce educational programmes /Powerpoint presentations/Demonstrations/Lecturing		X
Key Competencies/Personal Qualities and Attributes		
An ability to work under pressure and deal effectively with changing policies	X	
Tolerance, flexibility, sensitivity and above all a sense of humour and a good listener	X	
An ability to be self-motivated and enthusiastic	X	
An ability to perform as a team player	X	
An open attitude and positive outlook to change	X	
The ability to work a variety of shifts and to demonstrate a flexible approach to off duty	X	
Be able to travel to community settings for the community dermatology service/clinics	X	
The ability to perform manual handling of patients and equipment in line with the Trust policies	X	