



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from* *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Alex'.

Alex Whitfield, chief executive

# Job Description

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Sister - Charge Nurse
<b>Salary Band:</b>	6
<b>JOB SUMMARY</b>	
<p>Hampshire Hospitals Foundation Trust considers the Band 6 team leader role as pivotal to the optimal care of our patients and to the success of our Trust. The delivery of high quality, effective and compassionate care is the most important role within the organisation. This clinical leadership role therefore has the authority required to deliver the responsibilities and accountabilities outlined in this job description.</p>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<p>An experienced Band 5 or 6 nurse with motivation and passion to work with a supportive and committed team.</p> <p>Excellent organisational and interpersonal skills, looking to build relationships with the wider multi-disciplinary team.</p> <p>Ambition and drive whilst maintaining excellent standards of care.</p> <p>The ability to support, supervise and assess others in their learning whilst demonstrating strong leadership skills.</p> <p>High standards of Professional Practice to ensure quality and safety of patient care, experience and the patient journey.</p> <ul style="list-style-type: none"> <li>• Specialist clinical practice, knowledge, skills and experience.</li> <li>• Productivity and financial management of a clinical area with a delegated budget.</li> <li>• Leading by example.</li> <li>• Ensuring clinical services are delivered to a high quality of care and that all compliance requirements such as CQC and contractual requirements are achieved.</li> <li>• Effective leadership.</li> </ul> <p>Analytical and Judgement skills</p> <ul style="list-style-type: none"> <li>• Lead on the complex patient assessment, where factors may be conflicting, requiring high level analysis and interpretation skills and the comparison of a range of options to achieve effective treatment or discharge planning</li> </ul>	

- To develop clinically reasoned treatment, action and discharge plans and to undertake and evaluate treatment.
- To develop the above skill set with the staff who report to you or for whom you have a responsibility to train

#### **CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS**

##### Professional Practice

- To adhere to Code of Conduct/Professional Standards of your Profession e.g. NMC or HCPC.
- As a clinical lead to embrace and implement the vision and values of HHFT.
- To be responsible for creating and maintaining a clinical environment in which care and compassion is consistently demonstrated, ensuring patient centred care, privacy and dignity is practiced at all times.
- To be responsible for ensuring and maintaining a high quality seven day twenty-four hour service (where applicable) for all aspects of your work and the staff in your area/department.
- To maintain, develop and record your own continuing professional development, including booking and attending all statutory, mandatory and Trust or speciality specific training.
- To develop and maintain a department/ward based framework to lead, deliver and support clinical supervision, mentorship and education for all staff and students.
- To contribute, implement and maintain trust policies, to propose and implement changes to local policies relevant to the patient/client care in your area, working within your scope of practice, professional standards and guidance e.g. medicine management
- Expert clinical practice
- Freedom to Act –
- To be professionally and legally responsible and accountable as an autonomous practitioner for all aspects of the practitioner's own professional activities.
- To be the specialist in the clinical speciality for division and Trust, using a broad variety of resources (e.g. policies, internal and external reference points, best practice) to drive improvement in clinical practice.
- Responsibility for patient/client care
- To develop and deliver effective, specialist programmes of care, recording, documenting and maintaining these within trust policies.
- Provide specialist clinical advice within the Trust regarding the area of clinical specialism
- Physical skills
- Highly developed physical skills for accuracy e.g. of assessment, treatment administration, manipulation of equipment

#### **COMMUNICATION**

- To be personally competent to lead, ensure training and advise your team to assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment
- To ensure that you and your team communicate highly complex and sensitive information in an understandable form to seriously ill patients, carers and other staff, including imparting

unwelcome news and ensuring understanding of their condition. e.g. patients who are dysphasic, deaf, blind or have difficulty accepting the diagnosis and act as a patients advocate e.g. vulnerable adults.

- To develop effective communication mechanisms within the team using skills of negotiation, persuasion and empathy to enable timely and effective communication with own staff, the wider MDT team and other agencies
- To develop personal capability to optimally support staff who may be in distress or requiring support and then to address complex or contentious issues which may be affecting their performance
- To ensure that you and your team appropriately regard the individual customs, values and spiritual beliefs of patients and staff
- To inspire, empower and motivate the entire team to constantly strive to improve care and experience for patients and staff

#### **PLANNING AND ORGANISATION**

- To manage the day to day on-going operational and supporting strategic requirements of the clinical area, with authority to make decisions as required, keeping the line manager informed as appropriate and escalating issues in a timely fashion if required.
- To delegate tasks effectively within the clinical and support the team to optimise skill mix, flexibility and responsiveness of the team whilst retaining the professional responsibility of appropriate delegation.
- To deal with any issues of professional behaviour or attitudes, quality or safety in the moment.
- To ensure that you and your team carry out the full investigation of accidents, incidents and complaints, both written and verbal in following through the trust policy, action the results and closing the investigation in a timely manner.
- To hold the broad multi-professional team visiting the area to account for professionalism and meeting their agreed actions within agreed timeframes including the community and other agencies.
- To build flexible teams around the patient's needs, leading and co-ordinating multi-professional inter-agency groups to achieve service improvements and optimise outcomes for patients.
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity.
- To ensure safe and effective clinical services – formulating and adjusting rotas to ensure appropriate number and skill of workforce available when required by the service, meeting the Trusts on-going requirements for roster management, supporting other clinical areas as required
- To undertake a training needs analysis for your service to ensure staff are skilled and competent and guide Trust education planning.
- To manage competing needs for resource – ensuring staff are released for statutory/mandatory and clinical skills/lead training and optimising clinical training to enable the flexibility of staff.
- To lead the organisation and planning of complex case conferences, ensuring patient, carers and the correct range of professions/agencies are included.
- To actively participate in emergency planning

## **BUDGETARY AND RESOURCE MANAGEMENT**

### Responsibilities for information resources

- To ensure that you and your team maintain contemporaneous, accurate and evaluative patient records with clinically reasoned action plans and evidence that these plans have been enacted, evaluated and revised if necessary
- To access management systems as your role requires.
- Productivity and financial management of clinical area

### Responsibility for Finance and Physical resources

- Authorised signatory for cash
- Holds the delegated budget for the service
- To be responsible and accountable for the timely and effective use of clinical resources within your area
- To ensure that clinical capacity is understood and is managed in a proactive and business focussed way
- To make recommendations for improved resource (pay and non-pay) utilisation
- To provide timely and accurate business and quality information as required by the Trust
- To engage in productive problem solving and providing professional solutions across the division and trust, attending meetings as required by your role.
- To ensure safe and effective use of equipment through staff training, appropriate maintenance and repair.

## **STAFF MANAGEMENT**

### Responsibility for human resources

- To optimise people and team management, to recruit and retain high quality staff, and to optimise performance, through effective use of Trust policy, supervision, and appraisal
- As posts become vacant and as part of wider strategic planning to review and develop the skill mix of your teams

## **TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES**

### To have a specialist knowledge across a range of work practices

- To be aware of the evidence base, current national and international developments within the speciality and to utilise this knowledge and best practice in actively leading the development of clinical services
- To maintain a broad, high level clinical skill set within the team to ensure high quality and compassionate care for all patients presenting to the clinical area
- To be personally competent to lead and train your team to support the development of clinical competency assessment within the clinical area, for own staff and to support other areas as needed

- To lead the development and delivery of appropriate aspects of the Trust wide clinical skills training, working collaboratively with clinical specialist colleagues and supported by the Education team
- To participate in local training needs analysis and workforce planning to inform the trust education and workforce strategy and encourage staff to propose improvements.
- To actively liaise with the workforce and education team to resource staff development opportunities for self and for team.
- To maintain an effective learning environment for all staff, students and the wider multi-professional team, including lead specialist nurses and doctors.
- To induct and orientate new staff effectively, to meet specific needs eg. preceptorship and staff on probationary contracts

#### Responsibility for Research and Development

- To identify and lead the achievement of clinical standards and regularly audit and implement actions to maintain and improve quality and safety
- To have an understanding of the methodology of critically reviewing evidence and regularly conduct surveys and audits and may participate in research.

### **TRUST VALUES**

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- Compassionate, caring about our patients.
- Accountable and responsible, always looking to improve.
- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

### **ADDITIONAL INFORMATION**

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.



# Person Specification

<b>PERSON SPECIFICATION</b>	
<b>Job Title:</b> Sister – Charge Nurse	
<b>Training &amp; Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Able to demonstrate a good command of the English Language both written and verbal</li> <li>• Professional UK registration e.g. NMC, HCPC</li> <li>• Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience</li> <li>• Post registration qualification(s) in field of expertise</li> <li>• Level 3 Certificate/Diploma in Management and Leadership, or equivalent e.g. NVQ Level 3</li> <li>• Computer Literate</li> <li>• Teaching and Assessing Qualification or equivalent study or work experience.</li> <li>• Or equivalent knowledge and skills gained through any combination of alternative study, or employment experience.</li> </ul>	<ul style="list-style-type: none"> <li>• A Masters’ degree or evidence of working towards a Masters’ degree in the relevant field.</li> <li>• Specific post graduate course e.g. prescribing course</li> <li>• Member of relevant special interest group</li> <li>• Communication skills learning and/or development</li> <li>• Level 5 Certificate/Diploma in Management and Leadership, or equivalent</li> <li>• Project management learning and/or development</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Evidence of Continued Professional Development (CPD) clearly recorded for professional profile</li> <li>• Evidence of significant post registration clinical work experience</li> <li>• Evidence of implementing significant changes or service developments that promote good practice</li> <li>• Design and delivery of effective organisation wide training programmes and/or interventions;</li> <li>• Experience of staff supervision and mentorship including, employee relations, performance,</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of project management for policy development or large-scale projects</li> <li>• Experience of workforce budgets and staff development planning</li> <li>• Involvement in project team for developing and implementing departmental business plans and/or organisation wide developments</li> <li>• Understanding of Health Environment policies and legislation including Clinical, Human Resources, Equality &amp; Diversity, Governance</li> </ul>



<p>conduct and training needs analysis</p> <ul style="list-style-type: none"> <li>• Adherence to current statutory requirements, standards and regulations</li> <li>• Awareness of local and national agenda within the speciality</li> </ul>	
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Clinical Skills appropriate to the relevant speciality</li> <li>• Organisational and ongoing planning skills including own workload and of others in an unpredictable environment</li> <li>• Advanced communication skills including; to communicate complex, sensitive or confidential information in an appropriate manner; to liaise and negotiate effectively; to understand and disseminate multifaceted information.</li> <li>• Customer Service experience i.e. dealing with complaints and to manage any barriers to information</li> <li>• Ability to work and lead within a multidisciplinary team across an organisation</li> <li>• Understanding of effective clinical governance including implications, quality and audit</li> <li>• Able to deliver formal and informal learning sessions to all groups of professionals</li> <li>• Applies a good understanding of Equality &amp; Diversity in all areas of work</li> </ul>	<ul style="list-style-type: none"> <li>• Highly specialised clinical skills relevant to the speciality e.g. trained in non-invasive ventilation.</li> <li>• The ability to work at problems from a unique or different angle.</li> <li>• Confidence in using, manipulating and analysing data</li> </ul>
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Professionally presented and calm approach</li> <li>• Ability to work within a rapidly changing environment</li> <li>• Ability to manage conflicting and constantly changing priorities</li> <li>• Positive, optimistic attitude</li> <li>• Keen to learn and take on opportunities for personal and departmental development</li> <li>• Enthusiastic and self-motivated.</li> <li>• Should be willing to work flexible hours on</li> </ul>	<ul style="list-style-type: none"> <li>• Responds positively to constructive feedback</li> <li>• Full driving licence</li> <li>• Access to own vehicle, which can be insured for business use</li> </ul>

<p>occasion</p> <ul style="list-style-type: none"><li>• Any requirements above those described in the job description.</li><li>• An enhanced CRB check is considered essential for this post</li></ul>	
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**Post holders signature:** ..... **Date:** .....

**Managers' signature:** ..... **Date:** .....

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### **Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

### **Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

### **MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

### **Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

### **Climate Action and Sustainability**

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)