

JOB DESCRIPTION

JOB TITLE:	JUNIOR SISTER/ CHARGE NURSE
BAND:	6
SALARY:	£33,706 - £40,588
HOURS:	FULL TIME
TYPE OF CONTRACT:	PERMANENT
DEPARTMENT:	DYSON CENTRE FOR NEONATAL CARE
SPECIALITY / DIVISION:	FAMILLIES AND SPECIALIST SERVICES
RESPONSIBLE TO:	LEAD NURSE

JOB SUMMARY: The Junior Sister/ Charge Nurse is accountable and responsible for the care delivery and management of the ward/area of work in the absence of the Senior Sister/ Charge Nurse, including the supervision of staff and students.

In order to achieve this, the junior sisters/charge nurses will work as a shift coordinator in the absence of the Senior Sister/ Charge. They will support the Senior Sister/ Charge Nurse leading and managing the team performance thus enhancing the patient experience, improving patient outcomes and contributing to the organisational priorities of improved patient flow, reduction in sickness levels and safe and effective deployment of the nursing workforce. The junior sisters/charge nurse will act as an exemplar role model delivering high standards of care and compassion at all times.

MAIN DUTIES & RESPONSIBILITIES:

1.0 Clinical & Leadership

The junior sisters/charge nurses will work closely with the Senior Sister regarding all quality performance and management issues and will be:

- Managerial responsibility and accountability in the absence of the Lead Nurse, for the Neonatal Unit for the twenty four hour care delivery and management of the ward/area of work, including the supervision of staff and students
- Expected to maintain a visible presence in the ward/area of work and provide a clear focus for effective clinical leadership to the nursing team .
- Implement audit, quality and risk management initiatives in the ward and publicising and sharing good practice with the team and peers

- Assist the Senior Sister in the effective management of staffs contracted hours, sickness, absence and training through the e-Roster, planning and reviewing daily staffing and critically review monthly nurse staffing reports
- Able to demonstrate professional expertise and knowledge acquired through post registration academic study and clinical, leadership and management development
- Assertive and able to challenge others when the rights of patients may be infringed

2.0 Quality Patient Centred Care

The junior sister/charge nurse is responsible for:

- The delivery of family centred care and is able to articulate its benefits and in its absence the consequences
- To promote a personalised family centred approach to care in collaboration with carers, relatives and relevant health care professionals.
- To act as an advocate for babies and their families.
- Continued monitoring and scrutiny of standards and the quality of care including documentation in the appropriate health care record and taking appropriate action when care falls below the expected standards.
- To work within the agreed establishment and ensure safe staffing levels are deployed across all shifts to maintain patient safety and mitigate risk at all times
- To ensure that all nursing and clinical documentation is completed correctly and timely by members of the nursing team.
- To assist in establishing and monitoring protocols and patient care pathways.
- Promoting an open culture of reporting and learning from incidents and near misses.
- To ensure the rights, dignity, privacy and confidentiality of the patients are protected at all times.
- To ensure staff are familiar with national, professional and local quality issues relevant the delivery of nursing services, e.g. CQC.
- To promote the 6 C's (Care, compassion, commitment, competence, courage, communication) in all aspects of work

3.0 Team Work

The junior sister/charge nurse is responsible for:

- Annual appraisal of members allocated to them in their team including assessment of performance and development of personal development plans
- Promoting interdisciplinary working, with outcomes aimed at the best interests of patients and cohesive service delivery
- Assist with holding weekly ward meetings, which provide the opportunity for discussion of local issues and appropriate sharing and cascading of organisational and professional information
- Empowering team members to enhance patient care and future succession planning within team structure
- Providing clear feedback (including learning from complaints and incidents) to team members in a way that is conducive to maintaining and improving performance. Where performance is poor take necessary steps to effectively manage the individual with support from Human Resources
- Delegating responsibility to develop others whilst being aware of the impact on patients and colleagues when delegation is inappropriate

- Implementing 'staff wellbeing' standards and promoting a culture where staff feel valued and listened to
- Generating and sustaining relationships that promote dignity, diversity, rights and responsibilities within the team and wider organisation

4.0 Education & Development in Practice

The junior sisters/charge nurses are responsible for:

- working the Practice Development Sister in optimizing the learning environment within the clinical area by ensuring good induction of all staff including students
- Promotion/ development and maintenance of a culture within the ward which challenges and questions practice and promotes the quality of thinking amongst practitioners
- Ensuring staff and students receive effective and documented mentorship, development and support.
- Working creatively to develop practice and new ways of working, taking the lead in the change management process when appropriate.
- Facilitating the development of nurse-led quality improvement initiatives.
- Recognising own limitations and the need for continuing education and to communicate these to the Lead Nurse.
- Contribute to the Continuing Professional Development (CPD)
- Critically analysing research related to practice and using research findings to influence and change practice
- Supporting members of the team to develop critical analysis skills
- Facilitating the development of theory into practice and vice versa

5.0 Individual Professional Responsibilities

The junior sisters/charge nurses are responsible for:

- Maintaining an active Nursing and Midwifery Council registration
- Maintaining an up to date professional portfolio to support the professional development required to assure nurse revalidation
- Fully engaging in own appraisal/performance review, ensuring that there is clarity on the level of authority held for all aspects of the role and that they are regularly reviewed
- Fulfilling mandatory training requirements
- Access and facilitate appropriate mentorship and clinical supervision
- Development of personal leadership and management skills and for developing and sustaining own knowledge, clinical skills and Professional awareness.

6.0 Resource Management Responsibilities

- To work within agreed financial envelope

- To recruit and select staff in accordance with RUH policy, to meet the agreed staffing levels and skill mix to deliver a safe and quality service for patients. To work within agreed financial envelope
- To maintain partnerships with finance department and divisional management teams in order to:
 - a) Understand resource management processes and standing financial orders.
 - b) Have representation in service development issues.
- To contribute to the Specialty and Divisional management process and service line management.

GENERAL RESPONSIBILITIES:

Delivery of Key Performance Indicators

- Hospital acquired pressure ulcers
- Omitted drugs
- Safeguarding
- Hospital acquired MRSA bacteraemia
- Hospital acquired MRSA isolates
- Cleanliness
- Quality process measures – Medication storage and custody
- Infection control and Privacy and Dignity
- Patient observations
- Pain Management
- Tissue Viability
- Friends and Family Scores (FFT)
- Friends and Family Responses
- Discharge summary (within 24hrs)
- Emergency screening on admission for MRSA & decolonisation
- Nursing Complaints, including responsiveness
- PALS contacts
- Vacancy Factors
- Sickness long and short term
- Rostering efficiencies, including use of bank and agency staff.
- Appraisal rates
- Mandatory training
- Financial Management
- Incident reporting, including managing incident reports and learning.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HAIs;

- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

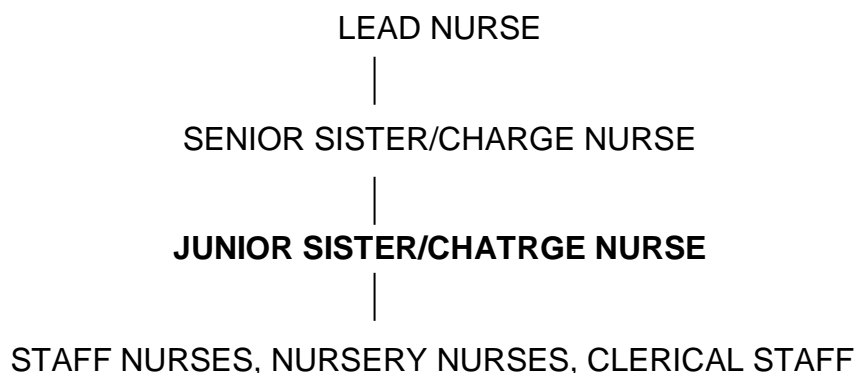
FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

[Put in here information about the size / number of staff and / or finance / budgets that the post has direct responsibility for managing. With budgets this should indicate the level of budget-holder (Executive-level, Division / Business Unit-level, Speciality-level, Cost-centre-level). Put in any training responsibilities]

STRUCTURE CHART



ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> Registered Nurse Part 8,15 Demonstrates evidence of ongoing continuous professional development at senior level. Post-registration training in speciality NLS ENB 998 or equivalent. 	<ul style="list-style-type: none"> Relevant degree or willingness to undertake Management qualification / HR R 23
Knowledge & Experience	<p>Nursing & other knowledge.</p> <ul style="list-style-type: none"> Thorough and up-to-date knowledge of nursing theory and best practice, particularly within specialty area and the application of this in practice. Understanding of equality & diversity and how to apply it to self and managed staff. Understanding of the NMC Code and requirements of it for the practice & behaviour of managed staff and self Understanding of the basic principles of effective budgetary management. Understanding of the basic principles of effective staff management 	

Values	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<p>Nursing & other knowledge.</p> <ul style="list-style-type: none"> • Thorough and up-to-date knowledge of nursing theory and best practice, particularly within specialty area and the application of this in practice. • Understanding of equality & diversity and how to apply it to self and managed staff. • Understanding of the NMC Code and requirements of it for the practice & behaviour of managed staff and self • Understanding of the basic principles of effective budgetary management. • Understanding of the basic principles of effective staff management 	

Nursing experience

- Minimum 3 years relevant clinical experience at Band 5.
- Able to demonstrate effective consolidation of nursing knowledge & practice during working as Band 5.
- Regular experience of delegating duties and experience of taking charge of a unit.

Patient Care:

- Demonstrates evidence of well developed clinical practice in nursing skills to care for intensive, high dependency and special care neonates, including fully ventilated and CPAP neonates, also requiring extended roles eg. Care of arterial lines, cannulation and those with multiple infusions and complex care needs.
- Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times.
- Able to prioritise own workload and that of others as appropriate.
- Able to work under own initiative within boundaries of role.
- Demonstrates awareness of importance of working as part of a team.

	<ul style="list-style-type: none"> • Demonstrates awareness of research-based practice and ability to advocate it. • Able to take charge and delegate duties effectively • Able to act as an advocate to service users. • Demonstrates ability to ensure that confidentiality is maintained at all times by self and ward / unit staff. • Strong organisational skills <p>Professional Development & Education</p> <ul style="list-style-type: none"> • Demonstrates evidence of commitment to professional development. • Demonstrates an awareness of role of facilitator. • Demonstrates evidence of ability to educate others. <p>Audit and Quality</p> <ul style="list-style-type: none"> • Demonstrates ability to use audit and improve quality. <p>Communication</p> <ul style="list-style-type: none"> • Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed. • Able to document observations, results, decisions and actions etc effectively in patient notes and 	
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	<p>communicate these effectively to appropriate members of the multidisciplinary team.</p> <p>Leadership & Management skills</p> <ul style="list-style-type: none"> • Able to supervise Registered Nurses, nursery nurses and students effectively through effective monitoring, feedback, mentoring, clinical supervision and reflective practice. • Able to appraise staff effectively in line with Trust Appraisal Policy. • Able to demonstrate effective budgeting practice, exercising care and economy, supported by appropriate documentation. • Able to interview staff in line with Trust Recruitment & Selection Policy (following training). <p>Other</p> <ul style="list-style-type: none"> • Committed to specialty / clinical area of work and able to motivate others in it. • Willing to work in the paediatric baby area or ITU if baby care assistance required. 	
Physical Skills & Effort Emotional Effort	<ul style="list-style-type: none"> • Able to work and cope with rotating shift patterns - early, late/ long day, and night shifts over 7 days of the week. • Manually handle patients and appropriate equipment on a number of occasions each shift 	

	<ul style="list-style-type: none"> • Undertakes specific nursing procedures involving physical skills for example intravenous injections, cannulation, care of arterial and long lines. • Typing skills - to use computerised system for accessing patient information, developing a data base of staff training records and typing of correspondence and meeting minutes. • Physical skills to manually handle patients and use of appropriate aids to maintain patient comfort • Dealing with death / bad news - Ability to sensitively inform service users on emotional and complex issues such as patient death, diagnosis and treatment, the complexity of neonatal care and their families, complaints investigation and resolution on a daily basis. • Conflict - Ability to deal with conflict in the ward team, with service users and involving patients with mental health problems. 	
Requirements due to Working Environment	<ul style="list-style-type: none"> • Management of COSHH and Health and Safety of Patients Staff and Visitors in the ward environment. • Involves direct contact with body fluids, products, blood, sputum and vomit, foul linen etc on a number of 	

	<p>occasions per shift.</p> <ul style="list-style-type: none">• Ability to manually handle patients and equipment e.g. ventilators, nicu equipment, etc. push patient cots and incubators to other areas of the hospital.• Involves risk of verbal aggression from patients & relatives.• Working in an area where x-rays will be taken	
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