

Job Title	Junior Sister / Charge Nurse		
Agenda for change Band	6	Budgetary responsibility	Responsible for safe use of expensive equipment
Date Reviewed	19/04/2023	Management Responsibility	Supervises staff

Job Summary

- a) To be responsible for assisting the Senior Sister /Charge Nurse in the management of the ward over a 24-hour period, ensuring adequate standards of care are maintained using available resources.
- b) To help create a conducive learning environment and to provide clinical nursing advice to nurses at Band 5 and below.
- c) To manage the recovery service for the department

General Duties

1. To participate in the monitoring and evaluation of standards of care, using 'Essence of Care' as a framework, ensuring that Corporate and nursing objectives are achieved.
2. To assess, plan, implement and evaluate individualised care, providing support to other members of the multidisciplinary team.
3. To act as team leader in the supervision of the professional work of nursing staff at Band 5 and below, exercising good leadership and control.
4. To take charge of the ward on a regular basis.
5. To support patient flow through the department on a daily basis.
6. To liaise with all patients and their relatives and ensure that they are kept informed of treatment and progress and to participate in the provision of advice and support.
7. To adopt a pro-active role in meeting the Clinical Governance agenda.
8. To promote evidence-based practice and to take an active part in any relevant research/audits being undertaken.
9. To participate in the discussion of clinical developments with the Matron and Senior Sister/Charge Nurse and to assist in the implementation of changes benefiting the standards of care to patients.
10. To inform the Senior Sister/Charge Nurse of any complaints or adverse events received, reporting on what action has been taken, in accordance with Trust policies and procedures.
11. To ensure compliance with Infection Control standards, in line with Trust policy.
12. To organise the reception of patients and visitors in accordance with recognised procedures.
13. To ensure patients and relatives have access to medical staff to discuss treatment and progress.
14. To arrange the care of patient's property, with their permission, in accordance with policies and within the limitations of hospital responsibilities.

15. To teach patients and relatives about continuing treatment programmes, limitations of illness or self-monitoring of disease process and supply information about specialist self-help agencies and to support patients and their families.
16. To train nurses at Band 5 and below in clinical and management skills.
17. To participate in the induction/in-service training of staff who are new to the ward area.
18. To train and supervise junior staff in collaboration with the Education and Training Team.
19. To inform the Senior Sister/Charge Nurse of any training and development needs at appraisal or as identified.
20. To participate in the Continuous Assessment of Practice for pre/post registration course members and the assessment of competencies.
21. To act as facilitator for trained members of staff undertaking professional development programmes as necessary.
22. To adhere to the Nursing and Midwifery Council (NMC) Code of Conduct at all times.
23. To deputise in the absence of the senior sister.
24. To assist in the planning of duty rotas, organising 24-hour nursing cover and adequate skill mix, acting on shortfalls in staffing levels which will affect the standards and delivery of patient care and informing Senior Sister/Charge Nurse.
25. In the absence of the Senior Sister/ Charge Nurse, to undertake counselling of ward staff and nurses in training on personal and professional matters.
26. To attend meetings on matters pertaining to the ward or Care Group as agreed with the Senior Sister/Charge Nurse, provide feedback, and carry out actions as required.
27. To take on a specific area of interest/project/audit and develop a ward resource for this.
28. To take part in change management and project management within the Unit.
29. To develop skills in undertaking staff appraisals for a specific group of staff.
30. To be aware of allocated budgets and out-going costs and to promote cost effectiveness within the ward area/Unit attending relevant finance meetings in the absence of the Senior Sister/Charge Nurse.
31. To participate in the recruitment and selection process of new staff and relevant induction programmes.
32. To have a Care Group overview, as bleep holder, of resources required to deliver safe patient care and to re-deploy staff to ensure equity across the Care Group.
33. If the area of specialty requires, to carry the unit mobile telephone (patient enquiry line), to promptly and courteously deal with the call and seek advice from seniors as appropriate.

Trust Values

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



PATIENTS FIRST



WORKING TOGETHER



ALWAYS IMPROVING

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services

Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Skills and competencies
Microsoft Office skills
Communication
Self-motivated
Problem solving
Delegation
Leadership
Motivational
Teamwork
General IT skills
Prioritisation
Working under pressure

Qualifications, knowledge and experience	
Essential	Desirable
Qualified Nurse (Degree/Diploma)	Experience in handling adverse events and complaints
Registered nurse on appropriate part of the register	Appraisal skills
Significant post registration experience / qualification / training, including experience and knowledge within relevant speciality	Act in the role of Practice Assessor or supporting the progression of learners / supporting challenges as needed
Ward management experience	Some insight into budget management
Knowledge of current issues within acute Health Service	
Experience in an acute hospital setting	
Provide evidence of supporting / managing a range of learners in practice	
Provide evidence of supporting colleagues to promote effective learning in practice	
Ability to demonstrate clinical decision making and judgement	
Commitment to the post and Care Group responsibilities	
Commitment to continuing professional development	



Additional Information

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

Safeguarding

The Trust is committed to safeguarding children, young people, and adults at risk within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person, or adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

Mental Capacity Act 2005

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

Job Reference – IJES01050RD