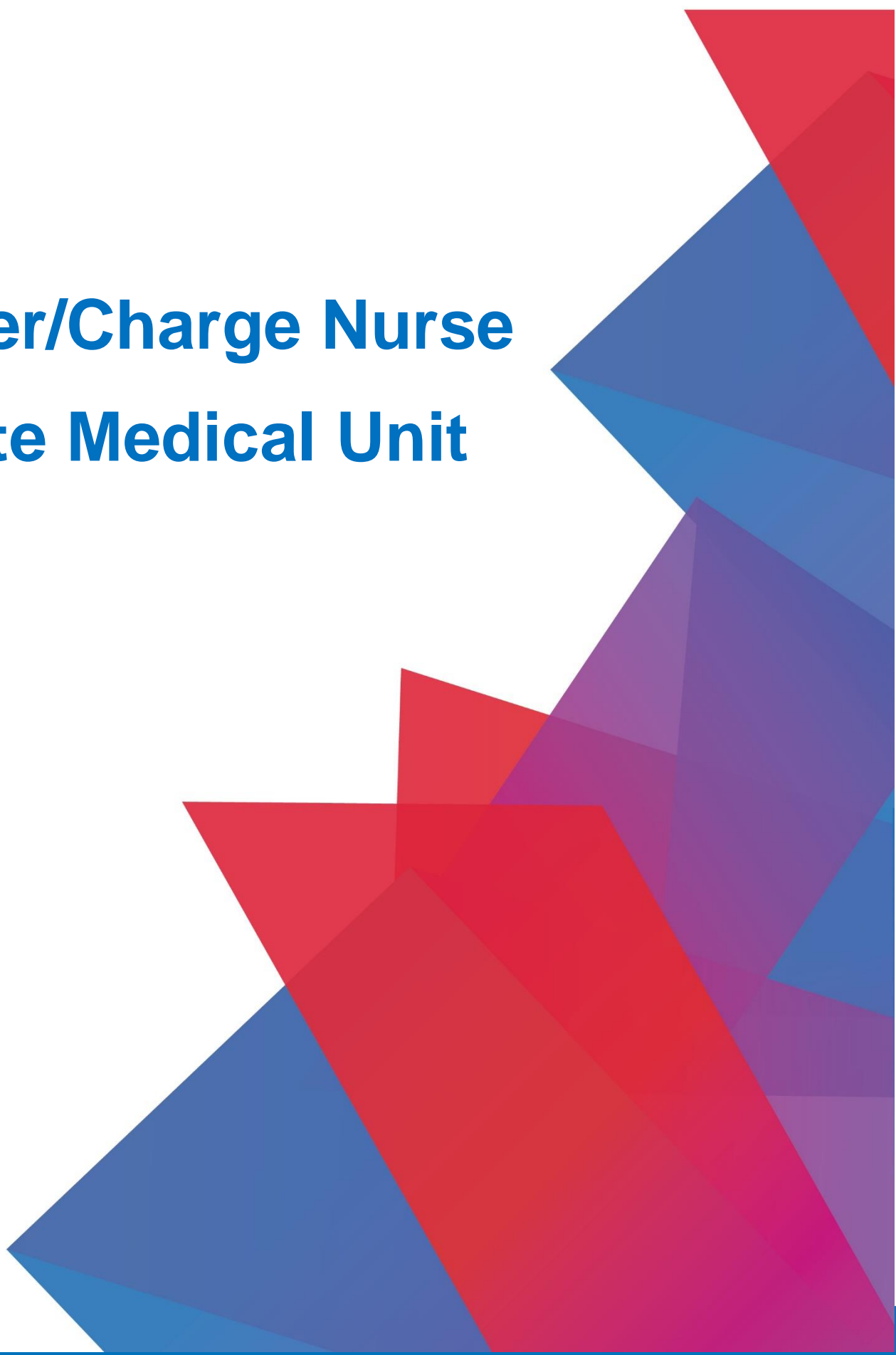


# **Sister/Charge Nurse**

## **Acute Medical Unit**



# Job Description

**At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.**

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.

# Job Description

**Dear candidate,**

*I am delighted you are interested in a position here at Gloucestershire Hospitals NHS Foundation Trust.*

*Gloucestershire Hospitals is one of the largest hospital trusts in England serving a diverse population of almost 620,000 people. We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital.*

*Our people are at the heart of what we do. Our workforce is almost 8,000 strong and our caring and dedicated staff are recognised as providing good and outstanding patient-centred care across a range of clinical areas. We also have exceptional teams of professional services staff underpinning our vision every step of the way.*

*We are committed to recruiting the best people to work with us to achieve our vision of providing Best Care for Everyone and our success depends on the commitment and dedication of our staff.*

*We are committed to diversity, inclusion and equality of opportunity for everyone, valuing and celebrating differences and encouraging a workplace and culture where all can thrive. We endeavour to ensure each and every person working in our organisation feel respected and valued. Respecting and valuing differences will help to ensure that our policies and services reflect the needs and experiences of the people and community we serve.*

*In return, we offer the opportunity to work at a trust that is on a truly exciting Journey to Outstanding and to make a real difference to the lives of our patients, their families and the wider community. We are also committed to training and developing you to be the best you can be and offer you a rewarding career, whatever your role.*

*I wish you every success with your application to join our team.*

*Best wishes*

*Emma Wood*  
**Deputy Chief Executive and Director of People & OD**

# Job Description

<b>Job Title:</b>	Sister/Charge Nurse
<b>Division</b>	Medicine
<b>Base:</b>	Acute Medical Unit GRH
<b>Grade:</b>	Band 6
<b>Reporting to:</b>	Senior Sister
<b>Hours</b>	Full Time/ Part Time

## Overview

Gloucestershire Hospitals NHS Foundation Trust operates hospitals on our two main sites in Cheltenham and Gloucester, and we're one of the largest NHS trusts in the country.

Our workforce of almost 8,000 staff provide high quality emergency, elective and specialist care across a range of clinical areas

We have recently been graded as 'Good' by the Care Quality Commission (CQC), which is testament to our dedication and drive to improve clinical excellence, innovation and quality care.

## Our Values:

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

### 1. Caring

Patients said: "Show me that you care about me as an individual. Talk to me, not about me. Look at me when you talk to me."

### 2. Listening

Patients said: "Please acknowledge me, even if you can't help me right now. Show me that you know that I'm here."

### 3. Excelling

Patients said: "Don't just do what you have to, take the next step and go the extra mile."

## Main Purpose of the Job:

# Job Description

In line with the Trust Vision to provide the “Best Care for Everyone...” the successful applicant will be expected to lead the team with the support of their Band 7 and other Band 6 colleagues to deliver safe, effective and person-centred care. Applicants must have excellent communication and interpersonal skills, as well a passion for improvement. You will need to be calm and resilient with the ability to deal with challenging situations, providing support to more junior members of the team. To lead in the delivery and supervision of patient care for the clinical area ensuring assessment, planning, implementation and evaluation of a high standard of core nursing care.

Applicants must demonstrate a compliance with professional values in line with the NMC Code and act as an appropriate role model at all times. As well as being able to take charge of a busy and dynamic department the successful applicant will also have excellent clinical skills and be able to work as part of a multidisciplinary team. Applicants should demonstrate a commitment to development and education, always seeking to provide evidence-based person-centred care in line with both national and local guidelines.

The successful applicant will have an awareness of workforce planning and be willing to act up in the absence of a more senior colleague.

## Leadership and management

Applicants will be expected to be an effective leader. The ability to demonstrate leadership qualities and previous experience of leading a team or group of staff would be advantageous. It would be necessary for the successful applicant to contribute to management tasks such as workforce planning and sickness management.

## Education and training

All applicants must hold a nursing qualification and be able to demonstrate ongoing personal development and a commitment to learning. Mentorship qualification would be desirable along with a commitment to sharing knowledge and further education.

## Improving quality and developing practice

This post would require the completion of daily audits and checks to help maintain and improve quality standards in line with local and national guidance. The successful applicant would work as part of the team to improve quality and develop new practices.

## **Main Responsibilities and Duties:**

# Job Description

## Organisational Arrangements:



## 1. **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED.**

- Registered Nurse with the Nursing and Midwifery Council with appropriate teaching/assessing qualification. With a minimum of three years post registration experience. Applicants should have a good knowledge base and practice clinical skills to a high standard having the knowledge base necessary to support more junior colleagues.
- Minimum evidence of post registration qualification/equivalent in medicine
- Enhanced IT skills.
- Enhanced levels of dexterity and accuracy pertaining to clinical skills.
- Act as a role model and resource for all staff disseminating clinical skills and knowledge.
- To participate in own and team's personal and professional development. Ensuring progression through Individual Performance Development review and Revalidation process.
- Demonstrate understanding of research and evidence-based practice, and participate as required in audit.
- ILS training booked or attended
- Demonstrates an in-depth knowledge/experience of speciality
- Demonstrates understanding of ethics, UK law and code of practice and guidelines regarding critically ill patients and their relatives pertaining to advocacy, consent and bereavement.
- Demonstrates leadership skills

## 2. **KEY RESULT AREAS.**

- The ability to lead team in the assessment, planning, implementation and evaluation of patient care with the multidisciplinary team.

# Job Description

- To communicate effectively especially where patient ability to do so is compromised.
- An ability to disseminate contentious and delicate information appropriately.
- To lead and deliver safe care within a challenging and changing clinical environment, using equipment and resources safely and as appropriate.
- To administer medication and treatment within Procedure for the Ordering, Prescribing and Administration of Medication Guidelines.
- To deliver and receive information which may cause emotional distress to all parties.
- Participate in mentorship and educational programmes for students and other members of the team.
- To adhere to all Trust policies and procedures and professional code of conduct. To assist the Ward Manager in the implementation of policy and service.
- To support senior nurse in recruitment, retention and performance related issues, including being regularly responsible for the supervision and mentorship for unqualified/qualified staff and students.
- Support senior nurse for clinical area in the management of budgetary control and resource management including duty rotas and skill mix requirements,
- To support the senior nurse with Clinical Governance and risk management.
- To input and retrieve patient and staff information from computer-based system and maintain accurate and contemporaneous patient records.
- To support Senior Nurses with Patient Public Involvement ensuring it is integrated into service delivery.
- To provide clinical leadership that inspires and motivates others
- To work with the Senior Charge Nurse ensuring that appropriate staff working in the ward environment have the knowledge and skills to provide expert care to the acutely ill patient.
- To liaise with other members of the team to ensure policies and protocols are in place to facilitate expert care of acutely unwell patients.
- To be actively involved in the setting up and maintaining of educational programmes that ensure advanced knowledge and skills amongst the nursing team

### **3. COMMUNICATIONS AND WORKING RELATIONSHIPS.**

- Multidisciplinary team.
- Patients.
- General Public.
- Community Support Services.
- Education Organisations.
- PALS
- Nurse specialists
- Consultants and medical staff

### **4. MOST CHALLENGING PART OF YOUR JOB.**

- Ability to lead a team and work under pressure whilst effectively managing own and others time.
- Resolving problematic situations/dealing with difficult people.
- To assist the ward manager to manage both material and human resources
- To manage beds effectively to ensure patient flow is maintained.

# Job Description

## 5. PHYSICAL, MENTAL AND EMOTIONAL EFFORT AND WORKING CONDITIONS.

- Will be required to work within recognised Manual Handling Guidelines.
- May be expected to frequently manoeuvre patients/objects over 15kg using appropriate aids for short periods of time.
- Will have frequent exposure to unpleasant working conditions and will be required to follow Policies and Procedures pertaining to infestations, bodily fluids, infection control and COSHH regulations.
- May be required to work in confined spaces.
- Ability to work where the work pattern may be unpredictable, but there is also a requirement for concentration e.g. drug rounds.
- Will be required to work a varied shift pattern to include weekends, nights and bank holidays
- Frequent exposure to distressing situations involving patients, relatives and staff.
- To manage own time effectively

### Summary of position:

The position will require working as a Sister/ Charge Nurse within an acute medical ward taking charge when required while also ensuring the high standards of the trust are met and maintained through implementation and evaluation of nursing care.

# Job Description

## General conditions

### Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

### Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

### Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

### Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

### No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

### NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

## Personal Specification:

# Job Description

<b>Job Title:</b>	<b>SISTER/CHARGE NURSE</b>
<b>Base:</b>	<b>ACUTE MEDICAL UNIT- GRH</b>

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

**Key to terms: E: Essential, D: Desirable. How is it assessed? I: Interview, A: Application**

## Qualifications

Registered Nurse with active NMC registration	<b>E</b>	<b>A</b>
Holds a teaching or mentorship qualification	<b>E</b>	<b>A</b>
Evidence of relevant continued professional development	<b>E</b>	<b>A/I</b>

## Experience

Appropriate experience at a Band 5 level	<b>E</b>	<b>A</b>
Experience within acute ward care environment	<b>E</b>	<b>A</b>
Previous experience of leading a team / coordinating a team	<b>E</b>	<b>A/I</b>

## Knowledge, Skills, Abilities

Evidence of clinical skill competency	<b>E</b>	<b>A</b>
Ability to be Flexible and Adaptable	<b>E</b>	<b>A</b>
Excellent Interpersonal and Communication Skills	<b>E</b>	<b>I</b>
Good time management	<b>E</b>	<b>A</b>
Ability to resolve conflict/ challenges in a constructive way	<b>E</b>	<b>I</b>
Experience of change management	<b>D</b>	<b>I</b>
Understanding of Workforce planning	<b>D</b>	<b>I</b>
Good leadership qualities	<b>E</b>	<b>I</b>

## Qualities

Approachable	<b>E</b>	<b>I</b>
Resilient	<b>E</b>	<b>I</b>
Empathetic	<b>E</b>	<b>I</b>
Adaptable	<b>E</b>	<b>I</b>