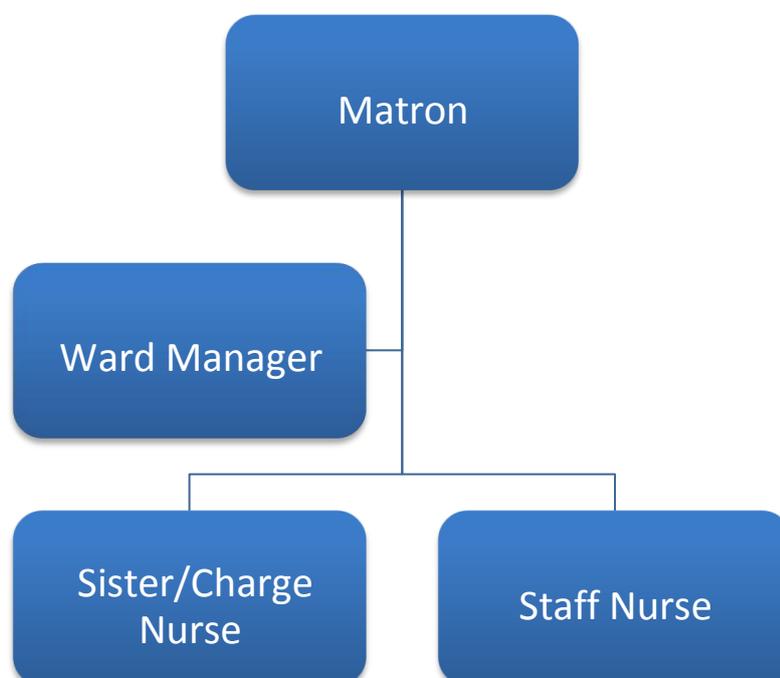


JOB DESCRIPTION

Job Title:	Ward Sister/Charge Nurse
Band/Pay:	Band 6
Department:	EAU4 (To be called Forrest ward)

Paignton and Brixham ISU



Job Purpose

- To provide day to day leadership to the Nursing team within the ward, acting as a role model at all times
- To ensure that all Patients are receiving high quality evidence-based care
- To work collaboratively with the multi-disciplinary teams to ensure patient care is delivered seamlessly and that discharge planning is proactive and promotes maximum independence for patients

- To fully utilise the learning opportunities available. You will gain an understanding of the physiological, psycho-social, spiritual and cultural needs of the patients and their carer's and to develop a broad spectrum of clinical proficiency to deliver nursing care
 - To promote a safe clinical environment for all patients, their carer's, visitors and staff
 - To comply with the Trust's values and expected behaviours
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Main duties of the job

- To act with professionalism and integrity, being a role model to those around us and ensuring everyone has an equal opportunity
- To provide a service that is tailored to meet the needs of the individual and to understand what our patients/customers need and be adaptable and responsive
- Act as an advocate for staff, patients and relatives at all times
- To provide a high-quality customer service which complies with relevant legislation and NHS Employment check standards
- To assist the Ward Manager in the management of unit resources- budget, staffing annual leave etc.
- Initiate and implement duty rotas ensuring adequate skill mix to meet the needs of the clinical area
- To be honest and learn from mistakes, and help to create a "no-blame" culture where people feel able to share and learn from experiences together
- Using the information obtained from the assessment of the patient and from subsequent observations, identifies the patient's individual nursing care needs, and plan and implement care
- To report, document and evaluate accidents and ward incidents via DATIX, reporting informing manager and updating health and safety register as appropriate
- To assist the ward manager with interviews and selection of nursing staff as required and build and maintain a skilled, cohesive supportive and effective team
- To participate in educating staff and to be an NMC Assessor for student nurses
- Be aware of the side effects of any treatment in progress, and adopt a problem-solving approach to minimise the potentially adverse reactions
- Develop knowledge about aetiology, diagnosis, treatment and be able to select, interpret and use the best available evidence and research in the care of patients
- Develop the ability to contribute to the on-going development of nursing practice
- To work as part of a team demonstrating effective communication, and working collaboratively with colleagues inside and out of the department

- Be aware of all hospital policies and procedures and collaborate with other health care professionals to ensure that these are observed
- Acknowledge that you need to continually deliver greater value to customers
- Be honest about your biggest challenges and create a culture of curiosity and openness
- Make a deliberate effort to connect with strangers from different walks of life and invite them to share their ideas
- Recognise patients changing condition and seek the appropriate support and advice from senior staff
- Be involved in the direct delivery of skilled specialised nursing care with supervision until competent. E.g. wound dressings, removal of drains, and insertion of urinary catheters, insertion of NG tubes
- Set goals and plan care appropriately for the resolution of each of the identified nursing needs, and help the patient achieve these goals
- Promote a safe clinical environment for all patients, visitors and staff
- Work collaboratively with the team to improve the general health and wellbeing of staff and patients

About your new team and department

EAU4 (to be called Forrest) ward is at present, the Trusts acute Covid ward but in time with the reduction of Covid numbers the ward will become an Acute General Medical ward with the ability to safely isolate an area for Covid patients if required

Nursing and Nurse leadership has been at the heart of the global response to Covid and the nurses on EAU4 have developed, innovated and implemented best practice guidelines in managing and caring for the COVID patient.

We are looking for a highly motivated, innovative and experienced Senior Nurse to join this brand-new Team. It is an exciting time to be joining us where you will have the opportunity to develop the team with the ward manager and ensure that the team provide high quality patient centred care

We promote a positive working environment where the health and wellbeing of staff as well as our patients is our priority.

Detailed job description and responsibilities

Communication and Working Relationships Patients and Relatives-

- Develop and promote sustainable relationships between patients, carers, and health professionals, statutory and voluntary agencies to provide locally accessible services ensuring continuity of care establishing a network that can be used to streamline care pathways through partnership working
- Communicate effectively with professionals working across a wide range of settings and provide information and education where needed regarding individual patient care management
- Act as a role model demonstrating high standards of holistic care, promoting clinical excellence and clinical leadership

- To attend and participate in all relevant meetings to ensure awareness of all relevant up to date information and to facilitate discussion and comment
- Communicate effectively in order to influence the local and national palliative care agenda
- Support practice development through the facilitation of complex case discussion/reflection with other health care professionals as appropriate.
- Attendance at meetings to optimise team working and allow for an effective and seamless patient journey to improve the patients' quality of life through high standards of practice
- Work within the senior nursing hospital team to provide support for junior members of staff
- Provide encouragement, support, empathy, time, reassurance and advice to patients, families and carers to enable them to explore and express feelings and issues of concern promoting informed choice
- Regularly communicates unpleasant news and sensitive information of a demanding, distressing and highly emotional nature requiring advanced communication skills, sensitivity and empathy
- Demonstrate skills in conflict resolution and competent negotiation skills when dealing with difficult or challenging situations
- Ability to use a range of strategies to improve and lead patient care and management
- Develop effective communication skills with patients, carers and other professionals/individuals on complex, potentially stressful topics in a range of situations. In areas of conflict, develop skills that are effective and highly sensitive in managing individuals and situations

Planning and Organisation

- Develop the skills required in order to recognise the impact of advanced disease when interpreting the clinical situation, applying judgement, planning care and evaluating the outcomes of care and intervention
- Manage time effectively and respond creatively to situations within the resources available to manage the caseload given
- Prioritise and undertake initial assessments at the request of and in support of acute and complex care teams providing specialist advice and expertise in the care of those with life limiting disease
- Develop knowledge and skills in order to assess patients care needs using evidence-based practice
- To carry a phone and respond accordingly to the needs of the service, often changing planned activities

Responsibility and Accountability

- To adhere to all ward and Trust policies and procedures to achieve a safe environment for patients, visitors and staff.
- Maintain the safe keeping and confidentiality of accurate and up to date patient records in accord with legal requirements
- Identify and act upon opportunities that arise for informal teaching/sharing of knowledge through joint working and shared care approaches

- Identify innovative opportunities (such as writing for publication or presenting at conferences) for sharing practice development initiatives and examples of good practice
- Maintain standards of conduct and practice in accordance with NMC Code of Professional Conduct and Trust policies
- Take responsibility for own personal and professional development and maintain own competence, knowledge and skills required in palliative care as part of an agreed personal development programme and subject to annual review
- To receive clinical supervision and where appropriate to offer clinical supervision to others
- To provide day to day ward leadership
- Providing advice and support to the ward team in the absence of Ward Manager or Matron

Policy and Service Responsibility

- Develop the skills required in order to produce appropriate guidelines and policies to promote excellence in nursing care
- Participate in critique of current research and consideration of its applications to practice
- Contribute to the team's development of clinical and service standards based on evidence of best practice in accordance with the Trusts framework for clinical governance and national guidelines

Responsibility for Finance, Equipment and Other Resources

- Staff have a duty of care to ensure all Trust property is well cared for and used appropriately
- No direct budget management responsibility
- Record and document travel expenses
- To ensure all resources are used efficiently and effectively at all times

Responsibility for Supervision, Leadership

- Develop the skills required in order to produce appropriate guidelines and policies to promote excellence in nursing care
- Encourage individual practitioners and teams to participate in the education strategy to develop their own knowledge and competence in their practice
- Participate in critique of current research and consideration of its applications to practice
- Contribute to the team's development of clinical and service standards based on evidence of best practice in accordance with the Trusts framework for clinical governance and national guidelines
- Assist with teaching patients and carers, this will include explanation and expansion about diagnosis preparation for investigations, treatment and discharge in accordance with the treatment plan recorded in the patients records

Information Technology and Administrative Duties

- Have appropriate access and use of Trust IT systems

- Develop the skills required for recording assessment and planning in patient's medical notes, participating in the evaluation of identified aspects of clinical care, taking the opportunity to teach and inform medical/nursing/other staff in the process
- Allocate
- Vital Pac
- ESR/HIVE
- Cyber lab
- Nerve Centre
- Blood Matters
- IHCS

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Registered Nurse Adult • Current registration with NMC • Evidence of continuing professional development • Proven experience at Band 5 	<ul style="list-style-type: none"> • BSc Hons Healthcare/ nursing • Post Registration qualification/ training supplementary qualifications to post graduate level • Teaching or mentorship qualification • Leadership Course attendance/qualification
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge and skills to manage patients with complex needs • Ability to work under time constraints • Innovative and participates with practice and policy change • Evidence of teaching and developing self and others • IT Skills to include data entry, Microsoft word etc. 	<ul style="list-style-type: none"> • Up to date knowledge of current evidence-based nursing practice • Understanding the role of the MDT • Able to evidence experience in influencing and change • Previous experience of working in a COVID environment

Specific Skills	<ul style="list-style-type: none"> • Relevant medical/acute nursing skills to be able to lead a team • Demonstrate excellent communication skills and team-working • Excellent interpersonal and communication skills • Articulate, both verbally and written • Assertive, confident but approachable • Ability to work shifts, including night duty • Flexibility to meet the needs of the service • Excellent interpersonal and communication skills • Articulate, both verbally and written • Assertive, confident but approachable 	<ul style="list-style-type: none"> • Advanced clinical skills, e.g. cannulation, NG insertion and management • Experience in leading a Team
Requirements due to work environment/ conditions	<ul style="list-style-type: none"> • Ability to use computer systems to a well-developed level (email, word processing, spreadsheets) 	
Physical effort	<ul style="list-style-type: none"> • Ability to work flexibly, prioritise own time and time of others 	
Emotional effort	<ul style="list-style-type: none"> • Dealing with distressed patients and relatives Ability to work flexibly, prioritise own time and time of others • Demonstrable ability and track record of acting with care, compassion, promoting dignity and respect, role modelling the highest standard of professionalism • Frequent exposure to challenging situations requiring a calm and confident approach. • Ability to work in a faced paced environment 	

Mental effort	<ul style="list-style-type: none">• Calculating drug doses, concentration checking documents, constant interruptions and demands
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