

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION  
TRUST**

**JOB DESCRIPTION**

<b>Title:</b>	Charge Nurse
<b>Band:</b>	Band 6
<b>Responsible to:</b>	Team Leader
<b>Accountable to:</b>	Modern Matron
<b>Base:</b>	Oak Ward, Kingfisher Court, Kingsley Green, Radlett WD79HQ

**Job Summary:**

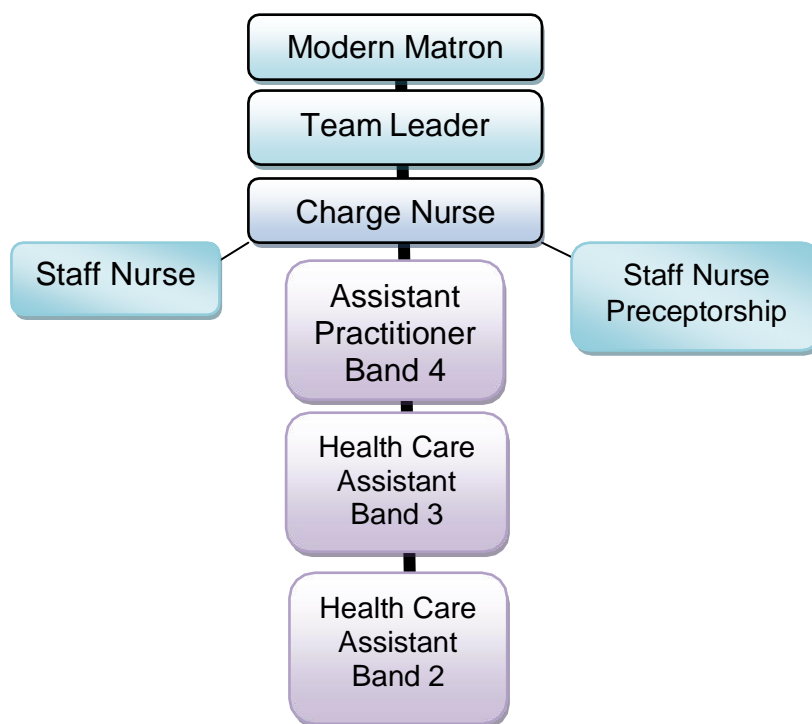
The Charge Nurses' key role is to provide local clinical leadership to the team under the direction of the team leader.

The Charge nurse will:

- Be responsible for the assessment, planning, implementation and evaluation of care for service users.
- Be required to teach other nursing and non-nursing personnel.
- Be a role model through their own good practise.
- Be responsible for maintaining clinical standards, and team systems under the direction of the team leader.
- Assist the team leader in maintaining effective team working processes, including outcome measures.
- Be expected to deputise for the Team Leader in their absence.
- To manage the ward/unit resources and clinical environment during their shift.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

**Organisational Chart:**



### Clinical & Job Responsibilities

- Will function as a named nurse to an individual or group of service users as allocated, taking responsibility for formulation to appropriate care plans.
- Will act as a clinical expert in their service area. This means keeping clinically up to date, being able to assess service users thoroughly, plan care rigorously, and audit and evaluate nursing interventions based on evidence and locally agreed protocols and policies
- Will co-ordinate all co-workers assigned to his\her service user group and will ensure they are fully conversant with all aspects regarding the service user's care and treatment.
- Will identify the individual care needs of allocated service users, plan, implement and evaluate all care programmes in conjunction with the unit's nursing team and the MDT.
- Will maintain close liaison with all department\staff involved in a service user's care and report on progress and effectiveness to the MDT.
- Will lead and/or participate in ward rounds, case conference, etc and will prepare reports on service users as required.
- Will be aware of all policy documents and legal requirements pertinent to the post and ensure that these are adhered to.

- Will demonstrate and serve as an example for all clinical activities to appropriate grades of staff.
- Will be fully conversant and ensure compliance with NMC codes of conduct and practice, relevant legislation and policies and procedures.
- To participate in assessment, with management, care planning, and review of all individuals referred to unit as appropriate, with the relevant disciplines.

**NB:** The post holder is required to maintain current registration with the NMC.

## **Working Relationships and Communication Requirements of the Job**

### **Working relationships**

- The post holder must foster good working relationship with all grades of staff within the MDT and the wider Trust. He/she should be friendly but maintain professional approach and behaviour.

### **Communication requirements**

- To be an effective communicator and the service area 'hub'. The Charge Nurse is the link between service area staff, service users, their relatives and professional visitors to the service area (such as members of the MDT). It includes being an advocate for the service area staff and the for the service users.
- To maintain a positive working relationship and clear communications with team members and other professionals.
- To manage concerns/complaints with the appropriate people effectively.
- To ensure clinical information are shared with the appropriate staff.
- Providing a framework which is conducive to high morale, effective communication and where staff is encouraged to contribute fully.
- Effective reporting and communication with line managers and multi-disciplinary team regarding patient care, incidents, health and safety issues and service deficits.

## **Leadership and Staff Management Responsibility**

- Will exercise leadership and develop a good working relationship with colleagues in the MDT and the unit as a whole.
- To ensure that the Trust policies/procedures, NMC guidelines and protocols are adhered to at all times.
- To monitor and review sickness/absence, in partnership with the Ward Manager.
- To participate in the recruitment and selection of junior staff.
- To participate in positive, regular clinical supervision and formal appraisal systems in line with the Trust policy.
- To contribute to the orientation/induction programmes for new staff and to the training/development programmes for all staff and students.
- Ensuring the physical environment is conducive to developing and maintaining a therapeutic environment consistent with the well being of both service-users and staff.
- To develop regular teaching sessions within the clinical environment.
- To act as mentors to student nurses, providing ongoing support.
- Will be required to act up in the absence of the Ward Manager.
- To take charge of the Unit as required.

### **Quality, Governance and Administration**

- To participate in the Trust's Practice Governance and to monitor the quality standards in order to benefit the service users and service improvement.
- To ensure that the Care Programme Approach (CPA) is fully implemented for all inpatients in liaison with the MDT and other agencies.
- To ensure the requirements of the Mental Health Act are adhered to as laid down by the Code of Practice (if applicable).
- To promote the concept of evidence-based practice and facilitate the staff in the Trust PACE.
- To ensure the nursing records meet the standards of the NMC guidelines and the Trust policies.
- To co-ordinate the clinical activities of qualified nurses and healthcare assistants.

- To maintain an awareness of budgetary issues, support Ward Manager in managing budgetary balance be a signatory for staff timesheets.
- To be aware of, and adhere to, policies and guidelines at all times.

### **Supervision, Professional Development, Training & Education**

- To receive and deliver clinical supervision and participate in appraisal and performance development.
- To adhere to the NMC Code of Professional Conduct for Nursing.
- To ensure attendance at all the Trust essential training.
- To identify personal development needs and set personal development objectives in discussion with the Team Leader.
- To work towards achieving competencies outlined within role and the collection of evidence within personal portfolio.
- To contribute to the experience of learners and to ensure the delivery of mentorship requirements, meeting NMC standards for nursing students.
- To ensure the development of an environment that is conducive to learning, promoting staff development and involvement.
- To teach registered and non registered staff, including students, in all aspects of professional nursing as required.
- Be responsible for developing own skills and knowledge and contribute to the development of others.
- Work in collaboration with the Team Leader to monitor and regulate training and development of all staff to ensure:
  - All mandatory training is undertaken and recorded.
  - Monitor and regulate study leave to ensure consistency and equality.
  - All staff are competent in relevant care skills as set out in the competency framework

### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.  
*Approved outlines are available on the HPT e-ksf local library*

### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

## **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Values and Behaviours**

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

- We are **welcoming** so you feel valued as an individual
- We are **kind** so you can feel cared for
- We are **positive** so you can feel supported and included
- We are **respectful** so you can feel listened to and heard
- We are **professional** so you can feel safe and confident

### **Our values set the tone for:**

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff.

## **Equality and Diversity**

Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

This includes recognising diversity of staff, service users and carers and not treating anyone less favourably on grounds of age, ethnic origin, religion or belief, gender, gender reassignment, culture, health status, relationship status, disability, sexuality, social background, trade union affiliation or any other unreasonable grounds.

The Trust will strive to eliminate all forms of discrimination. We recognise that this requires not only a commitment to remove discrimination, but also action

through positive policies to redress the inequalities produced by past discrimination.

### **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The postholder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on [www.hpt.nhs.uk](http://www.hpt.nhs.uk)).

### **Safeguarding Children**

The postholder will be expected to carry out responsibilities in such a way as to minimise risk of harm to children and young people and promote their welfare in accordance with the Children Act (1989) and (2004) and Working Together to Safeguard Children (HM Government 2006).

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and

responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.





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**PERSON SPECIFICATION**

Job title: Charge Nurse

Grade: Band 6

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Educational achievements, qualifications and training	RMN/RLDN or Dip/ Bsc (Hons) in Mental Health/ Learning Disability Nursing ENB 998 / Preceptorship and Mentorship. ENB.	
Experience e.g. work related experience to be taken into account	At least 3 years post registration experience at Band 5.  Evidence of continuing professional development.	Experience of working in other clinical settings.
Job related aptitude and skills	Ability to communicate effectively within a multi-professional team.  Confidence to work autonomously, use own initiative, and make decisions in complex situations.  Ability to provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassuring skills are required.  Ability to deal with distressing	Specific clinical skills applicable e.g. brief therapy, cognitive therapy and anxiety management.  Implementing quality improvement initiatives.

	<p>circumstances and challenging behaviour.</p> <p>Experience of risk assessment and management.</p> <p>Ability to cope with an unpredictable work pattern and frequent interruptions</p> <p>Understanding of legal framework MHA, MCA, DoL, safeguarding and social factors involved in care.</p> <p>Supervision skills</p>	
Personal Qualities	<p>Ability to work flexibly according to client / service needs.</p> <p>Receptive to changing environments and an ability to promote positive approaches to implementing changes according to service and client need.</p> <p>Leadership qualities</p> <p>Ability to remain calm in difficult situations.</p> <p>Positive approach to work</p> <p>Attention to detail.</p>	
Other requirements	<p>Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving</p>	

**NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW**

