

Job Description

Job Title:	Junior Sister / Junior Charge Nurse
Band:	Band 6
Reports to:	Ward Sister/Charge Nurse
Accountable To:	Matron/ Head of Nursing
Location:	Princess Royal University Hospital

The post holder must be an RN (1) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors Particular emphasis is put at Kings on the need to ensure that all staff recognise their responsibility to deliver services in a high quality, courteous, patient focused manner maintaining patient confidentiality at all times.

JOB SUMMARY

To provide expert, holistic care of a high standard to both the patients and their relatives within the King's College Hospital.

To take direct managerial responsibility for the clinical area in the absence of or as delegated by the Ward Sister/ Charge Nurse/ Head of Department .

To assist in the leadership and development of an identified group of nurses within the ward complement.

To act as a clinical resource within the ward and across the Care Group as necessary.

To act as a positive role model to junior staff members. Particular emphasis is put at Kings on the need to ensure that all staff recognise their responsibility to deliver services in a high quality, courteous, patient focused manner and to maintain patient confidentiality at all times.

RESPONSIBILITIES

1. CLINICAL PRACTICE

To adhere to the NMC Code of Professional Conduct and adhere to this at all times.

To demonstrate clinical expertise in the care of any patients receiving treatment in the ward/ department.

To assess, plan, implement and evaluate the needs of patients on the Ward on an ongoing basis, co-ordinating the care given by all members of the clinical team.

To accurately assimilate and interpret clinical information about the patients' condition, promptly report changes and instigate remedial action as appropriate.

To act as a resource person to others, providing accurate information, advice and support to the multidisciplinary team, patients and their relatives.

To ensure that accurate records are maintained reflecting both changes in the patient's condition and the treatment delivered.

To ensure that patients and their relatives are updated regularly with accurate information, and ensure that this is presented in a way that they understand.

To ensure that Clinical Guidelines are implemented and to be actively involved in auditing practice in conjunction with Line Manager and practice development staff.

To ensure that practice is evidence based and with support assist in the development of policies and protocols within the clinical area.

To uphold high standards of nursing care, according to existing policies and standards.

To support the Ward Managers and Modern Matron in processes of continuous quality improvement, formally evaluating standards of care and assisting in the implementation of changes in the light of such findings.

To contribute to the health education of patients and their families, ensuring that all patients receive appropriate advice and support to maintain a healthy lifestyle.

To actively support the implementation of the Trust nursing strategy and uphold the ethos of the local philosophy.

2. EDUCATION AND RESEARCH

To act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student nurses, in conjunction with Line Manager and Practice Development staff.

To act as practice supervisor, responsible for completing competency documents for junior staff within agreed timeframes.

To act as a mentor to students undertaking further education as requested, ensuring a positive learning experience and facilitating the development of their clinical skills.

To contribute to the wider educational activities within the Care Group – ensuring attendance at and contributing to the delivery of educational activities within the Care Group.

To promote and encourage the application of research and of evidence based practices.

To participate in any research projects conducted in the clinical area as appropriate.

3. MANAGEMENT

To manage the clinical workload effectively, ensuring care is prioritised appropriately.

To contribute positively towards the delivery of a cost effective service, adjusting staffing levels to meet demand and assisting the ward manager to keep within agreed resources.

To assist with the ongoing organisation of the ward, co-ordinating the activities of the clinical area.

To liaise with Medical Personnel and Bed Manager to ensure optimal bed usage at all times, facilitating timely admission and discharge of patients.

To act as a team leader to an identified group of staff, monitoring and documenting the development of their clinical skills.

To develop own skills in recruitment and retention, sickness management and performance management as determined by line manager.

To actively support the process of risk management – ensure incidents are reported appropriately and helping identify ways of preventing errors and accidents to both patients and staff.

To make a positive contribution to service development affecting the clinical area and positively influence others to adapt to change.

To actively promote customer care, assisting in resolving local (informal) complaints and supporting the ward manager to investigate formal problems.

To assist with the monitoring of stock levels of clinical stores and technical equipment, resolving any shortfall as appropriate.

To maintain standards of hygiene and cleanliness within the clinical area, actioning remedy as appropriate and reporting deficits to Modern Matron, as appropriate.

To communicate varied and complicated information (verbally and in writing) in a way that is understood and gets the important facts across.

To carry the Unit bleep as required, resolving local problems/ conflicts, keeping managers/others informed and maintaining positive team dynamics across the Care Group at all times.

To take a leadership role in crisis situations, resolving problems across the Care Group as necessary.

To maintain confidentiality with regard to personal information pertaining to staff.

To attend and contribute to departmental meetings as required.

4. PERSONAL PROFESSIONAL DEVELOPMENT

To work within and accept responsibility for maintaining agreed levels of clinical competence.

To keep up to date with NMC, Trust and Care Group policies and guidelines and to adhere to these at all times.

To be a fully active and committed member of the multidisciplinary team operating in the Care Group

To demonstrate an insight into own professional development, contributing to the process of identifying own educational and clinical training needs in conjunction with the ward manager.

Participate in own Individual Performance Review and after suitable training, to be responsible for undertaking this for own team of junior staff.

To ensure own educational commitment is at least sufficient to maintain PREP requirements and to ensure own mandatory training certificates are current, in liaison with Line Manager.

5. General

- To maintain strict confidentiality of staff and patient records, in line with Trust Policy: any unauthorised breach of confidentiality will result in disciplinary action.

- To ensure that acceptable standards of data protection are maintained, in accordance with the Data Protection Act.
- To observe the rules, policies and procedures in place at King's College Hospital.
- To carry out duties as an employee and service-provider with due regard to the Trust's Equal Opportunities Policy.
- To participate in team meetings as required by your team leader.
- Under the Health & Safety at Work Act, the post holder has a general duty of care for the health, safety and well being of oneself, work colleagues, visitors and patients within the hospital in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To undertake any other duties appropriate to the grade, which may be required from time to time.

Working Conditions

You have a general duty of care for the health, safety and well-being of yourself, work colleagues, visitors and patients within the hospital in addition to any specific risk management or clinical governance accountabilities associated with this post.

To observe the rules, policies, procedures and standards of King's College Hospital NHS Trust together with all relevant statutory and professional obligations. To observe and maintain strict confidentiality of personal information relating to patients and staff.

To be responsible, with management support, for your personal development and to actively contribute to the development of colleagues.

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post-holder.

Person Specification - Junior Sister/Junior Charge Nurse

Educational Achievements/ Qualifications	
1 st level Registered general Nurse	Essential
Degree in Nursing or Equivalent	Desirable
Further professional studies relevant to the clinical area	Essential
Mentorship programme or equivalent teaching qualification	Essential
Knowledge and Experience	
Demonstrable clinical expertise, relevant to the area.	Essential
Demonstrable interest in and commitment to the professional development of others.	Essential
Able to contribute to the development of students, nurses and oneself	Essential
Able to contribute to develop the workplace as a learning environment	Essential
Previous experience of leading change in a clinical environment	Desirable
An understanding of HR processes and issues pertaining to staff management	Desirable
An understanding of nursing issues in relation to finance management	Desirable
Awareness and understanding of current health issues and in particular to demonstrate a good understanding of the NHS Plan and recent initiatives	Essential
Skills	
Ability to organise and manage day to day departmental activities and the activities of large multidisciplinary team within this.	Essential
Communication skills – able to relate and communicate with patients and staff at all levels and from different professions. Adapts communication style as necessary and is able to work with and through others.	Essential
Team building and working skills – able to lead a team to achieve results	Essential
Understanding of the issues pertaining to change management	Essential
Understanding of the issues pertaining to clinical risk management	Essential
Ability to utilise research in clinical practice	Essential
Problem solving skills – able to respond to unexpected issues and provide first line response and to identify appropriate sources of secondary support	Essential
Computer literacy	Desirable
Personal Attributes	
Highly self motivated – Possesses high internal work standards, sets themselves and helps others to set attainable goals; wants to do things better, to improve, to be more effective and efficient; measure progress against target	Essential
Flexibility – Able to adapt to ensure achievement of objectives within constantly changing situations and environments	Essential
Customer focussed – committed to ensuring a positive hospital experience for patients and their relatives/ carers	Essential