

Job Description

Job Details:

Job Title:	Deputy Sister / Charge Nurse
Band:	6
Location:	Norfolk & Norwich University Hospital
Department:	Acute Medical Unit
Managerially Accountable to:	Sister/Charge Nurse
Professionally Accountable to:	Matron

Job Purpose:

The post holder will rotate between the roles of co-ordinators in the Acute Medical Unit and the GP liaison role. Under the direction of the line manager and Matron provide nursing leadership and effectively manage and co-ordinate patient activity and staffing within the clinical area for the duration of a clinical shift, in order to promote high quality health care whilst upholding and influencing professional and Trust values.

To assist the acute medical consultants in providing high quality and timely management of short stay patients to ensure flow through the Acute Medical Unit.

To work closely with A&E, wards, out-patient areas and the operational centre to ensure timely admissions and discharge.

To undertake nurse led discharge via protocol.

To liaise directly with primary care to plan timely admissions to hospital and explore admission avoidance routes for certain groups of patients.

To work closely and support the nursing and junior medical staff ensuring that high quality patient care is delivered at all times.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

Leadership

1. Assist the line manager in the provision of 24 hour senior cover to provide clinical and managerial leadership and support of all nursing and clerical staff
2. Act as a resource for support and guidance of staff on both sides of the unit
3. Assist with the placement of appropriate personnel/skills across the directorate
4. Assist with the management of resources in the clinical area within the agreed budget.
5. Implement Trust and directorate, evidence based, procedures, policies, protocols and guidelines
6. Work closely with own team, Senior Nurse, bed managers and site practitioners to promote good working relationships with all members of the multi-disciplinary team
7. With assistance, manage staff performance and development through a process of appraisal, which should include a cycle of constructive performance review and the establishment of a relevant personal development plan
8. With support, assist in the monitoring and management of staff sickness and absence
9. Assist with the process of ensuring that all staff have had the relevant training and statutory updating regarding mandatory training, i.e. COSHH, Health and Safety, Infection Control Policy, Resuscitation, Moving and Handling, Fire Lecture and Occupational Health
10. Actively assist with the identification of performance issues and initiate action, as required, in accordance with the Trust's Disciplinary Procedure
11. Contribute to local policy and guideline development within the agreed Trust strategy
12. Ensure that expected National standards are met on a daily basis
13. Have an overview of the whole trust on a daily basis
14. Act as an ambassador for the Trust in professional and public settings

Clinical Responsibilities

1. Ensure practice is in accordance with the NMC Code of Conduct and work within limits of competence.

2. Deliver a high quality service for all patients within sphere of responsibility
3. Act as role model and be a credible practitioner within the clinical area, demonstrating a high standard of clinical expertise. Assess, plan, deliver and evaluate nursing care of all categories of emergency patients including potentially critically ill patients, in a challenging, busy environment.
4. Organise admission, transfer and discharge of these patients in a safe but timely manner.
5. To be able to work effectively in all areas of the acute medical unit ensuring high standard of care.
6. Demonstrate the ability to lead on the innovative improvement in patient care.
7. Evaluate the nursing service in conjunction with the line manager and ensure agreed Trust standards are adhered to
8. Work with the Matron to uphold agreed standards of care
9. Ensure that all staff are trained and are competent to use equipment in the clinical area, liaising with Equipment Library staff
10. Effect the dissemination of information to allow staff to take responsibility for decision making within the team.

Educational Responsibilities

1. Lead in the development of nursing practice in the clinical area in conjunction with the Nursing Practice Department
2. Lead/assist with audit activity relevant to the clinical area and implement action plans.
3. Support the provision of relevant clinical learning experiences in an approved environment, in liaison with the School of Nursing and Midwifery.
4. Assist in the facilitation of a system of clinical supervision.
5. Regularly review and update own professional development in accordance with NMC guidelines
6. Facilitate learning across the directorate by direct example
7. Attend mandatory, in-service and staff development training

Line Management/Financial Management Responsibilities:

1. Assist in the management of the team's performance and the patient care provided within the clinical area.
2. Act accordingly within the remit of the Trust's Complaints Procedure, as required
3. In conjunction with Line Manager, take responsibility for recruitment, in line with the Trust's procedures and adhering to the Nursing & Midwifery Council (NMC) regulations with regard to regular updating of registration
4. Adhere to legal requirements of both the Trust and the NMC e.g. record keeping
5. Be aware of Majax policy and implement it as required. Assist the Senior Nurse in ensuring all staff are updated yearly

Specific Additional Responsibilities:

1. Enhanced roles **must** include: Recording of ECGs, Venepuncture and Cannulation, administration of IV drugs
2. Good working knowledge of databases and systems used in AMU
3. Implement Majax plan as necessary
4. Request Abdominal and Chest X Rays under guideline
5. To be aware of the routine haematology and biochemistry investigations and to order as necessary.
6. To be able to rotate to other areas in the Emergency Care Centre to meet the service needs (additional support given if required)

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	Yes	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	Yes	Chemical sensitisers	Yes
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

Job Specification:

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
Qualifications/training and professional development		
Registered Nurse with significant experience at Band 5 in acute setting and experience of Orthopaedics, Surgical or Medical Nursing	Essential	AF
Recognised Teaching and Assessing qualification	Essential	AF
Relevant specialist course	Desirable	AF
Diploma or Degree	Essential	AF
Leadership / management course	Desirable	AF
Experience		
Experience of acute emergency Nursing	Essential	AF, I
Knowledge of professional development	Essential	AF, I
Knowledge of up to date issues regarding acute care	Essential	AF, I
Experience of managing a team	Essential	AF, I
Skills, abilities and knowledge		
Excellent communication and inter-personal skills	Essential	AF, I
Ability to maintain standards of care/ leadership in a busy, stressful environment and manage conflicting priorities	Essential	AF, I
Ability to work upon own initiative and under pressure	Essential	I
Ability to prioritise work load	Essential	I
Ability to work as member of a team	Essential	I
Ability to work in a changing environment	Essential	I

Experience of leading and supervising a team	Essential	AF, I
Experience of helping others to develop their skills	Essential	AF, I
Attitude, aptitude		
Maintains own professional development	Essential	AF, I
Awareness of need to maintain health safety and security of staff and patients	Essential	AF
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	AF/I

Reasonable adjustments will be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.