

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Deputy Sister/Charge Nurse
<b>Band:</b>	6
<b>Location:</b>	Norfolk and Norwich University Hospital
<b>Department:</b>	Emergency Department
<b>Managerially Accountable to:</b>	Matron
<b>Professionally Accountable to:</b>	Divisional Operational Manager Senior Matron Emergency Services

### **Job Purpose:**

Maintain a high standard of research based nursing practice delivering patient care under the direction of the Senior Sister/ Charge Nurse.

To participate in the teaching programme of the department

To act as leader in the clinical area in the absence of sister/charge nurse, taking charge of the department as required.

To rotate in the role of ENP to the Minor Injury Unit at Cromer Hospital, if in possession of appropriate course and competencies.

To work as an Emergency Nurse Practitioner or be willing to undertake training

To work in accordance with the standards set by the Nursing / Midwifery Professional Bodies and Trust Nursing Policies and Guidelines.

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, Dedication, Integrity and Excellence.

### **Overview of Essential Responsibilities:**

#### **Clinical**

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

2. Maintain a high standard of nursing care by acting as a professional Role Model to others adopting the ED Philosophy of nursing in his/her clinical practice.
3. Implement effective assessment and delegation of workload to more junior members of staff ensuring that their duties are carried out efficiently and competently.
4. Carry out assessment, planning, delivery and evaluation of nursing care to an individual or a group of patients.
5. Ensure continuity of care by reporting all changes and ongoing plans to staff at the beginning and end of shifts as appropriate to role. In the absence of a senior nurse ensuring adequate staff cover on a daily basis.
6. To support bereaved relatives in the department and junior staff whilst they are undertaking this role.
7. Maintain accurate records of all care given and observations. Update the IT system collecting appropriate Data as requested by the trust and DOH.
8. To organise / supervise admission, discharge and transfer of patients, both into and out of the department, accurately recording the time of all moves.
9. Communicate effectively with patients, relatives, medical and nursing personnel, in often challenging and highly sensitive circumstances and act as the patients advocate as necessary. Communicate effectively with all supporting services and appropriate hospital departments.
10. To ensure the custody and administration of drugs and therapeutic substances in accordance with Trust and department policies.
11. Ensure own practice is up to date and evidence based and demonstrate an awareness of current, relevant research.
12. Promote health education to patients and significant others.
13. Ensure a full working knowledge of all equipment in use in clinical area reporting faults and teaching staff in its use.
14. Ensure all nursing / hospital policies are followed. E.g. health and safety and infection control.
15. Demonstrate competency in participating in emergency procedures, e.g., cardiac arrest, paediatric resuscitation and major trauma.
16. Have evidence of the clinical skills to participate in Enhanced Practice initiatives appropriate to the ED Department and be aware of the extended role status of all staff within areas of responsibility.

17. To take all possible steps to safeguard the welfare of patients, visitors and staff according to Trust / departmental health and safety at work policies.
18. To ensure all staff maintain effective stock control.
19. To understand and in the absence of the ED Matron or sister/charge nurse be able to implement the Major Incident Policy.

### **Professional Development**

20. Contribute to the philosophy and continuous professional development in the clinical area by actively contributing to practice development and reviewing clinical practices as appropriate.
21. Contribute to the effective management of the workload within the clinical area by providing leadership and supervision to junior staff, e.g. student nurses, nursing auxiliaries and more junior staff nurses.
22. Take responsibility for coordinating the workload in the clinical area, in the absence of a more senior member of staff.
23. Undertake theoretical and clinical studies to develop own practice.
24. Participate in Audit of ENP role using agreed mechanisms with ED Matron / Sister/ Charge Nurse or A&E Consultant.
25. To attend mandatory, in-service and staff development training as identified in the Accident and Emergency Education database e.g. child protection.
26. Contribute to the educational environment. Assist with the induction of new staff and act as a mentor, supporting and teaching other members of trained and untrained staff as required.
27. To participate in any agreed form of research or study undertaken within Accident and Emergency as agreed by the clinical governance group.
28. Demonstrate own clinical competencies via evidence based portfolio and assist other staff in gathering evidence.
29. Actively participate in meetings related to own clinical area and attend Norfolk and Norwich University Hospital NHS Trust Meetings as required and disseminate relevant information to the appropriate members of staff, eg Clinical Governance

### **Line Management/Financial Management Responsibilities:**

30. In the absence of the ED Matron / Sister/ Charge Nurse, take responsibility for the day to day operational management of the department in order to meet the

patients needs and those of the organisation, implementing appropriate action at times of staff shortage.

31. To assist ED Matron / Sister/ Charge nurse in creating an environment which will facilitate a regular exchange of ideas in order to assist change.
32. Assist the Sister/ Charge Nurse in the process of Professional Development planning within mentor group.
33. Participating in the PDP process within mentor group under the supervision of group leader.
34. Comply with the complaints procedure of the Trust.
35. Report all incidents or accidents involving patients, visitors or staff and, under direction of the senior nurse, complete accurate statements and reports.
36. Following hospital policy, ensure the safekeeping of patients' property and valuables.
37. To support and encourage voluntary agencies and develop good public relations under the direction of ED Matron / Sister/ Charge Nurse.
38. In the absence of ED Matron/ Sister/ Charge Nurse report to the service manager any special problems requiring help or guidance.
39. To assist ED Matron / Sister/ Charge Nurse in setting standards and adhering to national guidelines and targets for the clinical area.
40. To assist ED Matron / Sister/ Charge nurse with the recording and monitoring of staff sickness.
41. Assist ED Matron / Sister/ Charge nurse with designated projects and areas of responsibility.

### **Specific Additional Responsibilities:**

1. Be prepared to train to practice as a Trainee Emergency Nurse Practitioner managing own previously undiagnosed caseload with clinical support as necessary. Ordering necessary investigations interpreting the results and treating patients' accordingly planning appropriate discharge arrangements under supervision To rotate in the role of ENP to the Minor Injury Unit at Cromer Hospital.
2. Refer to radiography for x-ray, physiotherapy and medical specialities e.g. orthopaedics, plastic surgery etc,
3. Prescribe stat doses and drugs to take home within agreed Patient Group Directive.

4. Complete police statements as required and give appropriate clinical evidence in court if called.
5. Infiltration of local anaesthetic, suturing and wound closure
6. Application of plaster of paris.
7. Recording of ECGs.
8. Triage
9. Defibrillation
10. Chemical incident and Majax
11. Psychiatric assessment
13. Venepuncture, cannulation, and administration of IV's

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

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
Registered Nurse with significant post registration experience in ED or Critical Care area	E	A
ENB 199 or equivalent	D	A
ENB 998 or equivalent	E	A
One of the following: ALS, PALS/APLS, ATLS/ATNC/TNCC	D	A
ENP or Minor injury/illness course at level 6	D	A
Diploma (He) or equivalent	D	A
Psychiatric or Children's nursing qualifications	D	A
Completed or working towards ED B6 competencies	D	A
Evidence of ongoing professional development and post – registration studies	E	A I
Awareness of need to maintain health safety and security of staff and patients	E	I
Ability to evaluate own performance	E	I
Developed area of expertise within the speciality	E	A I
Effectively manage own professional development	E	A I T
<b>Experience</b>		
Significant experience in ED nursing or Critical Care.	E	A



<b>Skills, abilities and knowledge</b>		
Knowledge of up to date issues in ED and the NHS	E	A I T
Understanding of legal and ethical issues in Emergency care	E	I
Knowledge of acute trust policies and procedures	E	I
Highly motivated and dynamic	E	A I
Evidence of ability to provide support mechanism within emergency department	D	I T
The ability to discuss and critically review government targets and the strategies in place to meet them	D	A I T
Act as a role model and a resource to colleagues	D	I
Excellent communication and inter-personal skills	E	A I
Ability to maintain standards of care/leadership in a busy environment	E	I
Experience of managing a team	E	I
Has high level of enhanced skills relevant to the Emergency nurse	E	A I
Must be able to use initiative. Prioritise and organise patient care	E	I
Must display ability to produce clear written documentation	E	A I
Must be able to work under pressure	E	A I
Ability to react positively to changing situation	E	I
Experience of leading and supervising a team	E	A I



Evidence of participation in teaching programmes	E	A I
Experience of helping others to develop their skills	E	I T
Confident manner	E	I
IT / presentation skills	D	A I
<b>Attitude, aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments can 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.