

# JOB DESCRIPTION

## Medicine Health Group

**JOB TITLE:** Ward Sister/ Charge Nurse

**BAND:** 7

**ACCOUNTABLE TO:** Senior Matron

**REPORTS TO:** Senior Matron

### OUR VALUES

#### CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

#### HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

#### ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

### Job Statement

The post holder is responsible for ensuring the effective management of the ward or department over the 24-hour period. They will provide clinical and managerial leadership to the nursing team. They will supervise the

assessment, planning, implementation and evaluation of patient care ensuring that nursing and corporate standards are maintained and measured.

## **Knowledge and skills**

### **Communication and Relationship skills**

- Actively supports patients and their families, communicating difficult and complex information using a variety of methods, to ensure effective understanding. Demonstrates empathy and compassion toward patients and their families
- Ensures information is conveyed to the patient and family in a timely and understandable manner
- Develops and ensure effective communication with patients and staff to assist them in making decisions about the organisation and delivery of care
- Ensures staff are updated on service changes and have the opportunity to communicate concerns

### **Knowledge, Training and Experience**

- Utilises professional knowledge to assess, plan, evaluate and implement care interventions for patients. Provides advice to junior members of staff on nursing issues
- Follows and devises evidenced based treatment plans, working to agreed policy and procedure to implement care
- Maintains up to date knowledge in their field of practice, ensuring they meet professional requirements
- Utilises knowledge and experience to update and teach others members of staff
- Uses management skills to develop the ward nursing team

### **Analytical and Judgemental skills**

- Monitors patients health and wellbeing, and informs appropriate personnel of any changes to their condition
- Initiates emergency treatment plans for unanticipated situations such as cardiac arrest and fire
- The post holder is required to resolve problems associated with the day-to-day running of the department, including taking actions as appropriate to remedy issues such as the management of staff rotas and complaints.
- The post holder will initiate problem solving strategies to ensure the effective running of the ward or department

### **Planning and Organisational skills**

- Responsible for overseeing the management, planning and prioritising of the ward / department workload over the 24 hour period
- Responsible for planning staff rotas, and workload priorities
- The post holder is responsible for the implementation of corporate and nursing objectives within their department
- The post holder will contribute towards the development of policies and guidelines, to ensure they are able to be implemented into the clinical area

### **Physical skills**

- Delivers core clinical skills which include a range of nursing duties to ensure the patients comfort at all times, this will include for example
- Administration of medication
- Administration of intravenous injections

- Assisting patients with their mobility needs
- Helping patients with eating and drinking
- Assisting with hygiene needs

#### **Responsibilities for Patient / Client Care**

- Responsible for providing direct nursing care and supervising staff in the delivery of care
- Responsible for ensuring the nursing care standards are upheld in the ward or department
- Enabling patients to meet their activities of daily living requirements, through developing and implementing programmes of care

#### **Responsibilities for Policy and Service Development Implementation**

- Responsible for adhering to the NMC professional code of conduct
- The post holder is responsible for following trust policy and procedures

#### **Responsibilities for Financial and Physical Resources**

- Responsible for the management of the ward / department budget, and ensuring supplies for equipment are maintained
- Ensures the effective use of resources by members of the ward team
- Authorises staff timesheets
- Responsible for reporting and faults with equipment, and removing from the clinical area until repaired

#### **Responsibilities for Human Resources**

- Responsible for the management of nursing staff sickness and absence within the ward area
- Ensures that the ward environment is conducive to learning
- Responsible for facilitating nursing staff training and development within the department through staff appraisal and maintaining accurate records of attendance
- Responsible for line managing the nursing team

#### **Responsibilities for Information Resources**

- Responsible for providing accurate and timely records on patient care and performance using paper and IT based systems, in accordance with trust policy

#### **Responsibilities for Research and Development**

- Participate in audits, and research-based studies to evaluate the effectiveness of care interventions.
- Promotes benchmarking and the dissemination of best practice
- Identifies areas for research and development, and initiates processes for this to occur

#### **Freedom to Act**

- The post holder plans their workload and is managerial ally responsible for the nursing team,
- The post holder uses guidance, policies in accordance with their professional code of conduct, and in accordance to the needs of the patient group
- The post holder is required to use their own judgement, to define day to day work priorities and initiating plans affecting patient care

#### **Effort and Environment**

#### **Physical Effort**

- The post holder will have direct patient contact, delivering direct care in a variety of hospital settings in accordance with the need of patients

### **Mental Effort**

- Responsible for producing accurate patient records
- Responsible for the management of a clinical environment where there are competing demands

### **Emotional Effort**

- The post holder is required to support a caseload of patients, through a range of treatments and experiences. Many of which can be highly distressing and challenging. The post holder will also support junior staff in the process.

### **Working Conditions**

- The post holder is required to maintain close patient contact, which includes the handling of bodily fluids

### **HEALTH AND SAFETY**

In addition to the Trust's overall responsibility for your health and safety, you have a personal responsibility for your own health and safety. As such, you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can affect others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

### **INFECTION CONTROL**

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

## **SUSTAINABILITY**

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

## **SAFEGUARDING**

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee\* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies that are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

*This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.*

# Person Specification

**JOB TITLE:** Ward Sister/ Charge Nurse

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education/Qualifications	RGN 1 <sup>st</sup> Level with current NMC Registration	Nursing related degree	Application Form
	ENB 998 (or equivalent) Current Mentor	Management qualification	Application Form
Knowledge, Training & Experience	Significant post registration experience with a demonstrable period of working successfully as a leader  Experience of professional development	Previous management experience	Application Form  Interview
Communication and Interpersonal Skills	Excellent communication skills  Good analytical and problem solving skills  Leadership skills  Ability to develop and motivate staff  Ability to effect change in current working practice  Evidence of recent study and professional development  Evidence of adjustment to Scope of Practice  Good Time Management skills  Ability to develop teaching materials		Application Form  Interview

	Good facilitation skills		
	IT skills		
Special Attributes and other	Highly motivated to succeed		Application Form
	Assertive		Interview
	Diplomatic		
	Flexible		
	Ability to meet deadlines		
	Well organised		
Other Requirements			