



JOB DESCRIPTION

JOB TITLE:	Paediatric ED sister
BAND:	6
DEPARTMENT:	Paediatric Emergency Department
RESPONSIBLE TO:	Clinical Matron

DIMENSIONS OF JOB: *(eg no of staff, beds managed, budgetary responsibility etc.*

(Please append an organisational chart for the work area).

The emergency department has approximately 100,000 attendances per year. Approximately 25% of these attendances are seen within the paediatric department.

Director of Nursing
Associate Director
Head of Nursing
Emergency Department Matron
Deputy Matron
Paediatric ED Matron
Band 7 Emergency Nurse Practitioners
Band 6
Band 5
Band 3
Band 2

PURPOSE OF JOB:

- To provide professional, high quality patient care to children & families by identifying their individual needs.
- To work within a multi-disciplinary team, in the delivery of high quality patient care to children & families.
- Support shift leader ensuring that all documentation is up to date and report any changes in the patients' condition.
- To contribute to the development and evaluation of nursing practice.

KEY TASKS & RESPONSIBILITIES:

- To demonstrate effective communication skills both written and verbal between families and members of the multi-disciplinary team.
- To communicate effectively with child/young person & their families.
- To advise on the promotion of health & prevention of illness



- To liaise with appropriate clinical specialists in relation to individual patient needs e.g. Doctors, health visitor liaison and child and family social workers
- To assist medical staff, ensure that treatments are effective and advise on nursing priorities
- To promote good working relationships with the ambulance service, police and other supporting agencies
- To act as an advocate for child/young person and their family/carers.
- To communicate to colleagues individual need for support (through preceptorship programme)
- To understand how your role within the team and the core group impacts on those you come into contact with, both professional and non-professional.
- To report immediately any accidents to patients or members of staff, also any untoward incidents to the department manager in conjunction with the trusts risk reporting procedures, working with senior staff where possible to ensure that remedial action is taken to prevent re-occurrence.
- Ensure that the trust policy is understood and adhered to with regard to the care and custody of medication especially those covered by the control of drugs act
- To maintain appropriate levels of resources within the unit and demonstrate an economical use of supplies and resources and prevent waste and misuse.
- To check that departmental equipment is present and in good working order, ensuring it's cleanliness after use and reporting defects promptly
- To contribute towards the continuing development of the unit's philosophy of care.
- To maintain the high standards of the unit by contributing towards individual & team objectives.
- Participate in the development of unit policies & guidelines through the process of clinical governance and audit.
- To actively participate in assisting the trust to achieve national targets as defined by the government.
- To work towards taking responsibility for the management of the unit in the absence of the sister/charge nurse.
- To have an awareness of the hospital complaints procedure and how complaints are managed within the clinical area.
- To participate in departmental meetings, helping to initiate new ideas.
- To have a working knowledge of the safeguarding children guidelines, and also the hospital child protection procedures.
 - To have a working knowledge of Health & safety regulations.
- To be aware of the major incident plan (including the decontamination policy) and assist the unit manager in its implementation
 - To participate in essence of care audit relating to clinical governance
- Promote a learning environment for student and other junior members of staff.
 - To develop extended roles (ie plastering, suturing, venepuncture and cannulation) in accordance with trust policies following attendance of practical and or theoretical study days and formal assessments.
- To be partly responsible for own education and professional development.
- To be aware and follow the NMC guidelines code of professional practice, trust policies & procedures.
- To ensure practice is evidence based & reflects standards required



by the NMC professional code of practice & Trust policies.

- To maintain knowledge & skills in accordance with KSF/ PREP requirements.
- To demonstrate the ability to assess, monitor & implement care. Developing techniques & skills to advance research based clinical practice.

This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum – available at: This job description should be read in conjunction with the supervisory JD Addendum – available at:

<http://www.frimleyhealth.nhs.uk/wp-content/uploads/2015/07/Job-Description-Addendum-supervisory1.doc>



PERSON SPECIFICATION

DEPARTMENT	JOB TITLE	BAND
ED	Sister	6

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	R.N.C Current NMC Registration	
SPECIFIC COMPETENCIES FOR ROLE e.g communication, problem solving, leadership	Able to manage time effectively and priorities workload. Ability to organize, along with good communication skills, both written and oral.	
PROFESSIONAL/ SPECIALIST/ FUNCTIONAL EXPERIENCE	Post qualification experience in an acute setting Evidence of dealing with difficult situations in an appropriate manner	Experience in A&E setting
VALUES AND BEHAVIOURS	We will expect your values and behaviours to mirror those of the Trust, available at: http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/FH-our-values-for-internet.docx	<div>Committed To Excellence</div> <div>Working Together</div> <div>Facing The Future</div>
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> Able to work flexible shifts weekends and bank holidays as required 	