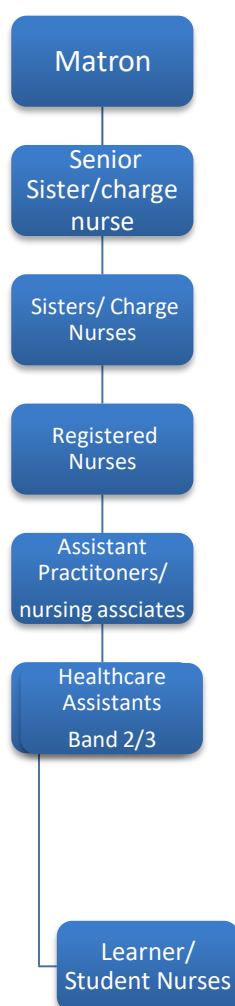


## JOB DESCRIPTION

<b>Job Title:</b>	Senior Sister / Charge Nurse
<b>Band/Pay:</b>	Band 7
<b>Department:</b>	Planned Infusion Unit



### Job overview

The post holder will have continuous 24hr responsibility for leading and co-ordinating the clinical and managerial requirements for the department, to cover all grades of the Nursing team. This includes acting as an expert resource for the nursing team and supporting them in the delivery of evidence based, effective care.

The post holder will adopt a highly visible and accessible approach for patients, their carers/relatives and staff and their role will be focused to support the department as a whole. He/she will lead by example and empower staff in their personal and professional development to undertake a greater range of clinical skills to modernise and improve patient care, including updates of essential training.

The post holder will be expected to play a proactive role in quality and service improvement working closely with the Matron and the medical leads and will be responsible for the monitoring and auditing of clinical standards of care.

The post holder will ensure high quality communication and support for all specialities accessing the service.

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### **Main duties of the job**

- To manage the service effectively and safely, dealing with the daily operational pressures
- To act as a clinical expert
- To ensure high standards of care are given in relation to agreed standards, policies and procedures of Torbay and South Devon NHS Foundation Trust
- To facilitate a learning environment to ensure all staff in the Department have the appropriate skills/knowledge and support, identified by regular staff appraisal and annual personal development plan
- To initiate and implement timely duty rotas ensuring adequate skill mix to meet the needs of the clinical area
- To be proactive in reviewing services provided, and seek to enhance the Infusion services and treatments provided
- To ensure staff are aware of agreed standards of practice and participate in pursuing agreed competencies
- To assist in ensuring new nursing procedures, research and initiatives are evaluated, and where appropriate incorporated into clinical practice
- To monitor staff performance within area of responsibility and to act as mentor, councillor and advisor to junior staff and learners on nursing issues
- To undertake appraisals and personal development planning of junior members of staff
- To act as clinical advisor to nursing staff and MDT
- To ensure the safe and secure storage and administration of prescribed drugs in line with legal and Trust requirements
- To ensure the team are able to assess, plan implement and evaluate patient's needs according to the treatment required
- To report, document and evaluate accidents and incidents, informing the Matron and updating health and safety register as appropriate
- To undertake interviews and selection of nursing staff as required and build and maintain a skilled, cohesive, supportive and effective team
- To participate in development of clinical supervision within the clinical area
- To manage the budget in conjunction with the Matron
- To liaise with all specialities to enhance treatment ranges able to be provide
- Proactively seek to develop the service
- Manage local complaints, finding resolution locally whenever possible

Ensure patient satisfaction survey results are used to monitor, audit, inform and improve the patient experience

- Obtain the necessary academic and clinical qualifications and competencies in a timely way in order to fulfil the role: degree/masters
- Participate in the development of robust protocols/procedures for practice within the ward to satisfy clinical governance expectations
- Develop ways of working to enhance the care and communication within the service, with MDT members, patients and their relatives

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## **About your new team and department**

The Planned Infusion Unit is located within Newton Abbot Community Hospital. We provide a range of Infusion treatments for patients in south Devon.

The Planned Infusion Unit is nurse led and supported by GPs within the hospital. Referrals into the service are made by consultants and GPs responsible for the patient's long-term condition

Currently the service is open 5 days per week with 8 chairs but will increase to 15 chairs in a purpose-built unit at which time a full review of service/treatments provided will be reviewed and enhanced.

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## **Detailed job description and responsibilities**

### **Communication and working relationships**

- Matron / ADNPP
- Medical and Multi-disciplinary teams within the Trust and external Trusts
- Communicate very sensitive, complex information to patients, their relatives and visitors
- Patient Transport Services
- General Practitioners and local CCG
- Local, Regional and National Networks
- Community multi-disciplinary teams and voluntary organisations

### **Planning and organisation**

- Provision of specialist, high quality, expert nursing care and support for patients and their carer's in line with Trust Policies and in liaison with the multidisciplinary team(s) and other health agencies
- Facilitating rapid, appropriate assessment, and treatment
- To act as a resource for patients' relatives and the clinical teams through the provision of comprehensive advice, information, teaching and training with regard to disease management
- Manage changes in practice in line with national and local developments to enhance the quality of care

**Responsibility and accountability**

- Maintaining and supporting effective communication
- Active involvement in the development of the service locally and nationally.
- Assist with the design and facilitation of development programmes in relation to service development
- Monitor, facilitate and evaluate feedback to develop the service and enhance quality care
- Ensure record keeping is accurate and contemporaneous
- Maintain CPD and professional registration

**Policy and service responsibility**

- Keep up to date with policy developments nationally and locally
- Support implementation of new guidance and policies
- Work with the team to formulate policies/guidelines and standard operating procedures and coordinate appropriate review

**Responsibility for finance, equipment and other resources**

- Demonstrate a working knowledge of financial resources and budgetary control in consultation with the Matron, efficient use of stock and equipment to ensure effective patient care
- To be familiar with and responsible for IT and other equipment required for the post
- Be responsible in the use of all resources

**Responsibility for supervision, leadership and management**

- Responsible for ensuring the provision of evidence-based care
- Lead and participate in implementing research in to practice, through ensuring you keep up to date. In addition, participating in research within this role and linking with the Research team to enable this
- Involvement in reviewing related incidents in this field (Datix Reporting)
- Provision of appropriate supervision and education for staff as required
- Deputise in the absence of the Matron

**Information technology and administrative duties**

- To be familiar and competent with common IT systems – Word, Excel, Trust systems for; IHCS/PAS, Symphony, Infoflex, Cyberlab, Clinical Portal and WinDip

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Current NMC Registration as Registered Nurse</li> <li>• BSc or evidence of working at degree level</li> <li>• Recent experience at minimum of Band 6</li> <li>• Recognised Teaching/Assessing Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership qualification</li> <li>• Independent Nurse Prescriber</li> <li>• MSc Pathway</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge Infusion Treatments</li> <li>• Experience</li> <li>• Knowledge of both professional and NHS policy relating to a variety of medical conditions</li> <li>• Previous nursing experience at Band 6 which demonstrates a level of expertise and knowledge in line with the post responsibilities</li> <li>• To have excellent knowledge and be able to advise and signpost others</li> <li>• Experience of cross agency working</li> <li>• Understanding of clinical risk and the governance process</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working within an Infusion Service</li> <li>• Service Improvement Experience</li> </ul>
<b>Specific skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to lead, motivate and develop a team of staff to meet the demands of the service</li> <li>• Able to maintain accurate patient records</li> <li>• Excellent timekeeping / time management</li> <li>• IT literate</li> <li>• Cannulation and Venepuncture skills</li> <li>• Competent in IV Drug Administration</li> <li>• Knowledge of Research and Audit</li> <li>• Able to use own initiative</li> </ul>	
<b>Requirements due to work environment/conditions</b>	<ul style="list-style-type: none"> <li>• Frequent exposure to unpleasant conditions e.g.: blood and body fluids, infected skin and wounds</li> </ul>	

<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Appropriate manual dexterity to perform required procedures/physical tests</li> </ul>
<b>Physical effort</b>	<ul style="list-style-type: none"> <li>• This job may require regular pushing, pulling, lifting and carrying of heavy loads such as patients, trolleys, equipment and materials and walking across the hospital site</li> </ul>
<b>Emotional effort</b>	<ul style="list-style-type: none"> <li>• Frequent exposure to distressing/emotional circumstances</li> <li>• Able to work autonomously in complex situations and manage own caseload of patients</li> </ul>
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>• Able to present complex information to patients and colleagues</li> <li>• Able to work to deadlines</li> <li>• Able to support other staff members</li> </ul>