

Junior Sister/Charge Nurse

Medicine Department

Grade: Band 6

Report To: Senior Sister/Charge Nurse

Managerially Accountable to: Senior Sister/Charge Nurse

Professionally Accountable to: Senior Sister /Charge Nurse

Qualification: RN Plus post basic education/ experience as necessary for clinical area

JOB DESCRIPTION:

1. Participate in all ward activities as an effective team member, supporting the Senior Sister/Charge Nurse taking the responsibility for the leadership of a team of staff.
2. To assess care needs, and the development, implementation and evaluation of programmes of care, in collaboration with the multidisciplinary team.
3. To teach and supervise qualified and unqualified staff, and to act as a role model to junior staff, undertaking performance management as required.
4. To take responsibility and accountability for a group of patients and the whole department/unit/ ward for the duration of shift.

1. About the Trust

Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust's services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.

The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork,

how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

Communication

Attitude

Responsibility

Equity

Safety

Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

2. Role profile: Job description & Person specification

Job title	Junior Sister
Salary scale	Band 6
Division	Medicine/Unplanned care
Responsible to	Ward Manager
Accountable to	Ward Manager
Type of contract	Full time
Hours per week	37.5
Location	Bevan Ward

Responsibilities and key result areas to include:

Clinical Leadership

1. Ensure that research based nursing care within the ward is of a high standard and in accordance with Hospital policies and procedures. By monitoring patient care, supervising juniors, and evaluating the care that is delivered. Acting as a clinical expert giving direction and facilitating staff in their professional development.
2. Maintain individual patient care plans, evaluating and updating them as necessary to ensure that the patient's physical, social and psychological needs are met. Assess, and review on a regular basis the plans of care developed for all patients in team.
3. Ensure that all patients nutritional and personal hygiene needs are met, ensuring nutritional assessments are completed and as appropriate referral is made to dietician, speech and language therapist etc.
4. Adhere to strict compliance with Trust Infection Control policies and procedures and

Junior Sister Band 6

The Hillingdon Hospitals NHS Foundation Trust

- ensure junior staff and learners are aware of their responsibility, observe staff practice and advise/educate as necessary.
5. Assist with the introduction and implementation of new ideas and methods of nursing care, including research methods.
 6. To actively seek the views of patients, carers and relatives on the care and services provided.
 7. Communicate effectively with relatives, patients, and other members of multi-disciplinary team as required and ensure a good public image at all times, in a sensitive manner, by keeping them up to date with progress.
 8. Ensure that ordering, storage administration and documentation of drugs are in accordance with Policy No 96 Policy for the prescribing, administration and control of drugs.
 9. Ensure all patients have estimated discharge date on admission and that progress is made towards that date liaising with multi-disciplinary team to ensure timely ordering of treatments etc.
 10. Provide expert emergency treatment to patients in the event of their condition deteriorating initiating PAR calls to appropriate senior nursing staff or medical personnel. Take accountability for patient's treatment and care and if professionally unhappy escalate accordingly. Be aware of personal and departmental responsibilities in the event of a major incident.
 11. Be prepared to challenge practice and use audit and /or research to underpin and implement change supported by relevant evidenced based practice.
 12. To communicate complex and emotionally sensitive information to patients and their carers regarding medical conditions, prognoses, plans of care and interactions with outside agencies.
 13. To participate in all relevant team, staff, departmental and organisational meetings.
 14. To communicate effectively with patients and carers using a wide range of verbal and non-verbal skills including negotiation and persuasion to maximise patient outcomes
 15. Facilitate and support junior staff ensuring high standards of care is delivered in accordance with Trust policies and procedures, on a day-to-day basis through supervision, teaching, coaching and appraisals.
 16. Evaluate the quality of nursing care delivered via clinical audit/patient story telling/multi-disciplinary feedback, by discussing results at ward team meetings and other forms, in order to improve patient care.
 17. Assist with clinical duties in other areas of the Trust when the need arises.
 18. Be in a position to effectively deal with conflict between clinical staff.

Managerial

1. To deputise for the Senior Sister/Charge Nurse as necessary, ensuring effective staff management, and appropriate prioritisation of safe care.
2. Promote and supervise cost effective use of ward resources. Monitor staffing levels and extra hours worked by staff.
3. Encourage effective communication on the ward and ensure that all staff work cohesively as a team, by meeting with teams/staff regularly, in order to resolve possible conflicts. Escalate problems to their senior sister/matron.
4. Participate in the recruitment, selection and retention of staff by sitting on interview panel, and taking an active role in their development and induction.
5. Attend meetings as necessary and establish networks to both identify pertinent information and methods for dissemination to ward staff.
6. Participate in risk assessments and the identification of potential risks to promote a safe

environment.

7. Assist in the delivery of the ward philosophy and quality action plan incorporating the Trust Nursing and Midwifery Strategy and the Trust Strategy and Divisional Clinical Governance action plans.

8. Assist in the investigation of complaints and incidents on the ward ensuring appropriate action is taken and action plans are implemented.

9. In the absence of the G grade, to carry Divisional bleep for communication and support of other wards and colleagues during evenings and weekends, as required following appropriate training.

10. Uphold all trust policies and procedures, paying particular attention to the sickness/absence policy number 45 and annual leave policy number 163.

11. To be fully conversant with the Trust policy on Child Protection issues and take appropriate action by referring to relevant agencies if cause for concern.

Educational

1. Act as a Role Model/Mentor for junior staff/learners/Health Care Assistants, by actively supervising and assessing them.

2. Participate in providing a conducive learning environment and provide regular teaching sessions. By encouraging staff to take time out to learn, helping them to identify development needs, by Appraisals and Coaching

3. Participate in education audit of the ward-learning environment in conjunction with the Senior Sister/Charge Nurse and Link Tutor. By data collection and regular review of standards.

4. Participate in the assessment of all learners undertake NVQ assessors course and participating in NVQ training, working closely with the HCA training centre.

5. Work in close collaboration with the Senior Sister/Charge Nurse in ensuring that junior staff are equipped with the knowledge to deal with emergencies and untoward incidents that may occur on the ward. Through training and coaching.

6. Conduct performance reviews and facilitate personal development plans with junior staff that have been agreed with the Senior Sister.

7. Be prepared to question practice and use audit and /or research to underpin and implement change supported by relevant evidenced based practice.

8. Participate in the management of poor performance in conjunction with the Senior Sister/Charge Nurse and Human Resources manager.

9. To observe complete confidentiality of all information including awareness and adherence to the requirements of the Data Protection Act, Caldicott and Freedom of information Act

Research and Development

1. To participate as required in the measurement and evaluation of your work and that of the team through the use of Evidence Based Practice projects, audit and outcome measures.

2. Undertake audit of practice in Essence of Care Benchmarking on an annual basis and critically evaluate outcomes devising action plans to implement changes in practice.

3. To adhere to the systems and processes in place for Clinical Governance and Risk Management and to feed back any concerns to the Senior Sister or Service Manager

Additional Information

Confidentiality

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the Trust for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

Health and Safety

The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Infection Control

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

Equal Opportunities

The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties

Safeguarding

The Hillingdon Hospital NHS Trust is committed to and has a duty to make arrangements to safeguard and promote the welfare of children, young people and vulnerable adults

(Children Act, 1989 and 2004; Safeguarding Vulnerable Groups Act, 2006). Staff groups will have different training needs to fulfil their duties, depending on their degree of contact with children, young people and vulnerable adults and on their level of responsibility. Each employee has a responsibility to cooperate with their manager in attending the relevant training and to adhere to safeguarding legislation, local policy and processes.

To this effect all new job descriptions will contain the above statement.

For exiting staff the above commitment will apply and staff will be expected to comply with this. If you are unsure whether you require further training or if it is relevant for your area, please speak to your manager.

Code of Conduct for Professional Group

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, and DoH Code of Conduct for Senior Managers).

Post holder signature:

Post holder print name:

Line Manager signature:

Line Manager print name:

Date:

Nurse Exces Nov 04