

## **JOB DESCRIPTION**

**POST:** Sister/Charge Nurse (Band 7)

**DEPARTMENT:** Newborn Intensive Care Unit

**GRADE:** Band 7

**HOURS:** 37.5

**RESPONSIBLE TO:** Lead Nurse / Matron

**LIAISES WITH:** Divisional Managers, Office Managers, Lead Nurse, Nursing teams, catering & domestic services, Medical colleagues, Consultants, AHPs, Integrated clinical teams for the designated in-patient groups, Pain management team, Clinical Audit, Training and Development Practitioner Clerical staff.

**RESPONSIBLE FOR:** HEIs, CCG's, Primary care teams, Voluntary agencies, Social Services, Child Protection Agencies

**WORKBASE:** Newborn Intensive Care Unit

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## **JOB PURPOSE**

- The post holder has a key leadership and management role at a senior level, and will provide specialist skills and knowledge to support the organisation and delivery of care for infants and families within the Division. The role will be clinically based and family focused this will incorporate the provision of care to patients and their families in accordance with the philosophy and standards of care within the area, ensuring that Trust values and beliefs are upheld. This will incorporate the provision of care to patients and their families in accordance with the philosophy and standards of care within the area, ensuring that Trust values and beliefs are upheld. The Sister / Charge nurse has a fundamental role in the delivery of high standards of nursing care, ensuring an environment that is conducive to well being and contributing to effective budgetary management.

The post holder is expected to actively contribute to the achievement of the competencies of this role.

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## **MAIN DUTIES & RESPONSIBILITIES**

### **1. Key Results Areas**

#### **Leadership:**

- In conjunction with the Lead Nurse and Matrons, and in relation to the modernisation agenda within their clinical setting, s/he will demonstrate effective leadership, the setting, monitoring and maintenance of professional standards, collaborative working, management of complaints and leading the nursing contribution to clinical effectiveness within the community setting.
- S/he will be a visible and accessible presence in the clinical areas for patients, relatives and staff.
- Act as a resource of specialist knowledge and expertise in order to ensure optimum and appropriate care delivery to the infant and their family.
- Lead by example and act as a positive role model for all staff, taking responsibility for own professional development.
- Provide leadership that promote patient focused care.
- Providing clinical leadership and line management of staff ensuring the delivery of the highest professional standards through staff development and individual performance appraisal/review.
- Role model standards of care and expected behaviour through participation in direct patient care.
- Maintain personal standards of conduct and behaviour, which are consistent with Trust and Nursing and Midwifery Council (NMC) standards and requirements.
- Actively contribute to, and support agreed developments within the Directorate

#### **People Management:**

- Develop a pro-active communication strategy to ensure effective communications for patients, relatives and Multi-disciplinary Team (MDT), internal and external.
- In conjunction with the education team identify and address the training and education required to meet service, baby and family needs through appraisal and Personal Development Plans (PDP's).
- Support the development of clinical supervision of nursing staff within the services.
- Support the implementation of human resource policies within the service and develop a positive performance culture that celebrates successes and takes steps to manage poor performance in line with Human Resources (HR) policies.
- Promote the nursing contribution to the multidisciplinary team at Divisional and Corporate level.
- Ensure that the clinical environment is conducive to the education and learning of all staff and students, with support from the Education Team.
- Ensure rotas maximise the potential for clinical placements.
- Ensure the quality of clinical placements is enhanced through supportive teaching, mentoring and coaching at all levels
- Ensure a positive approach to family care through conflict / complaints handling by all members of the ward team.

**Policies and Strategies:**

- Contribute to business planning within the Division.
- Participate in the development of Trust and Local policies and standards and be responsible for ensuring these are adhered to in line with Trust policy.
- Reflect the principle of continuous improvement through audit of care and patient / carer satisfaction.
- Contribute to clinical audit within area of responsibility.
- Monitor standards of environmental cleanliness and challenge when not achieved or maintained.

**Organisation and Delivery of Care:**

- Ensure nursing related documentation is appropriate, accountable and defensible.
- Ensure that the nursing contribution within the neonatal service contributes to quality indicators and is meeting NHS government targets.
- Ensure that the use of risk assessments and health and safety management, utilising the Trust's adverse incident reporting system to improve the quality of patient care.
- Encourage and promote an evidence-based culture in staff through the use of Integrated Care Pathways (ICP's) and protocols of care within an inter-disciplinary approach.
- Ensure the skills and knowledge to deliver care are identified and available within the specialty.
- Ensure that the inter-professional approach to care is developed whilst patient and carer contributions are encouraged and acknowledged.
- Contribute to and support clinical effectiveness and innovative practice within the provision of care.
- Contribute to the development of clinical governance systems and structures, ensuring clinical area representation as appropriate.
- Ensure that Child protection and vulnerable adult legislation is adhered to by staff.
- Participate in the implementation and delivery of the standards set within the Trust Nursing Strategy.
- Act as a resource of specialised knowledge and clinical expertise to ensure care delivered to the client group is appropriate and optimum enabling early recognition of condition changes and ensuring appropriate corrective action is instituted.
- Offer specialist knowledge in neonatal care to outside agencies including level 1,2 and 3 neonatal units outside the Trust.
- Apply specialist knowledge in delivering programmes of care to the infant in special care and the community and participate in the multidisciplinary team decision-making process guiding and appraising junior medical personnel (SHO's).

**Operational Management:**

The Post Holder will participate in:

- The management of pay and non-pay resources to meet the Division's financial duties and targets with support from the Matron / Lead Nurse.
- Maximising the use of staff resources to match patient requirements.
- Identifying equipment priorities to support the care of patients and safety of their physical environment, undertaking risk assessments to evidence short falls.
- Ensure the efficient use of bank and agency staff, monitoring quality and spend .

- With support from the Matron / Lead Nurse undertake recruitment of staff to the service as appropriate and participate in any other staff selection processes.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder. Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

### **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards


### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

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### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

## ORGANISATIONAL CHART

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