

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title:** Sister / Charge Nurse

**Reports to:** Senior Sister

**Accountable to:** Matron

**Grade:** Band 6

**Unit/Department:** Pre-operative Assessment Clinic

**Location:** Bradford Teaching Hospitals NHS Foundation Trust  
St Lukes Hospital

### **2. JOB PURPOSE**

The job holder will take responsibility for patients within the unit ensuring that they are appropriately triaged, assessed and where appropriate have effective management plans in place. You will ensure the care they receive is safe, compassionate and of the best quality. This will include referring to other colleagues and clinicians for support and advice as necessary to promote safe outcomes for patients

The job holder will also play a key role in the management and leadership of the unit deputising for the Senior Sister/Charge Nurse in his/her absence. This will include assisting with teaching, mentoring, and assessing students, trainees and professional staff, promoting a learning culture.

The job holder will be responsible for leading the nursing team in assessing, planning and co-ordinating individualised care, for patients requiring elective surgical procedures, to minimise on the day theatre cancellations and contribute to meeting treatment and access targets.

The job holder will be responsible for working with the Senior Sister and other members of the CSU in the development of the service and along with the departmental Senior Sister, ensures the implementation and adherence of Trust, National and professional policies, whilst ensuring all team members develop both professionally and practically.

### **3. JOB DIMENSIONS**

The job holder will identify areas of practice development and work alongside the senior sister to lead development in defined areas.

The job holder will assist as part of the clinical governance agenda in the development and implementation of audit systems to improve quality and standards of patient care/satisfaction

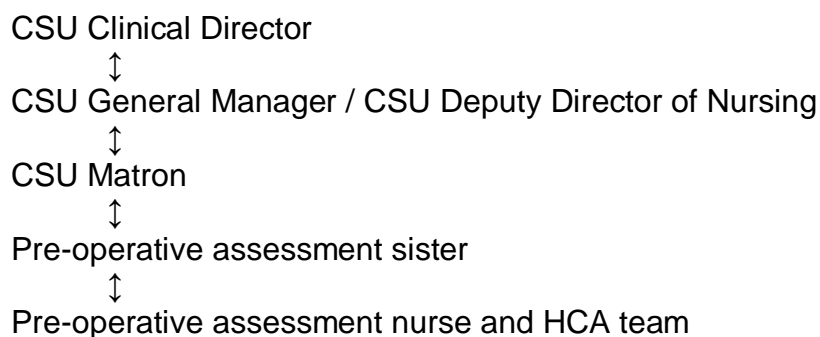
The job holder will comply with the Trusts Information Governance Policy and Code of Practice

The job holder is accountable for own actions without direct supervision and accountable for the actions of unqualified members of staff.

The job holder is expected to ensure the effective, efficient, and economic use of the unit's clinical resources

The job holder will assist in maintaining a safe environment in the unit for patient's staff and visitors.

### **4. ORGANISATIONAL CHART**



### **5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

See attached Person Specification.

## 6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

### CLINICAL

6.1	Ability to organise own workload with regard to assessing patient needs, planning, implementation and evaluation of a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.
6.2	Carries out fundamental and enhanced nursing duties within Trust policies, procedures and guidelines reporting to the ward/department manager and providing feedback of issues of concern.
6.3	Organise own workload and that of junior staff/students to ensure that the interests of the patients/clients are met.
6.4	Ability to respond to complex/demanding patient situations both clinically and administratively.
6.5	Practices systems and pathways of nursing and evidence based cares which contribute to the quality of the patients' experience.
6.6	Contributes to the performance management through the efficient delivery of fundamental and enhanced care.
6.7	Works as part of the multidisciplinary team fostering good inter-departmental relationships and helping to achieve high morale for patients and staff and continuous quality improvement.
6.8	Continuously develops relevant skills and knowledge within the clinical specialty.
6.9	Promotes health education and health promotion and involves patients and carers appropriately in decision making.
6.10	Deals effectively and sensitively with patients' issues collaborating with the PALS service, follows the Trust Policy on handling complaints.
6.11	Actively participates in all aspects of the clinical governance process.
6.12	Works within national policy frameworks relevant to the patient group and specialty area, i.e. Child Protection, Vulnerable Adults, and Mental Health Act.
6.13	Promotes and supports national strategy for service development, ie National Service Frameworks, Cancer Plan and Collaboratives.
6.14	Takes responsibility as directed by the Line Manager for the ordering of supplies and maintenance of stock levels.

### LEADERSHIP

6.15	Recognises corporate and practice responsibility and assists in leading the clinical team in NHS Agendas, i.e. Investors in People, Agenda for Change, Improving Working Lives, Learning Together Working Together and Patient & Public Involvement.
6.16	Assists in service development, identifies and promotes the need for change, motivates the clinical team to embrace change and manages the change process.

6.17	Demonstrates leadership within the clinical team promotes and supports the maintenance of a cohesive multi-disciplinary and multi-organisation team.
6.18	Takes charge of the ward leading and co-ordinating the clinical team and ensuring adherence to all policies, including e-rostering, work allocation, deployment and supervision of staff to ensure smooth running of the area. Ensures appropriate verification of any timesheets including temporary staff.
6.19	Contributes to the development of clinical policies, protocols and clinical pathways and evaluates the patient outcomes. Implements and proposes changes to policies in own area arising from areas such as audits and complaints.
6.20	Conducts Individual Performance Review of junior clinical staff incorporating the knowledge and skills framework and supports the development of staff through effective CPD planning and in establishing personal development plans.
6.21	Assists in the ward/department meeting agendas and delivery and supports new initiatives.
6.22	Assists members of the team in planning, priority setting and decision making. This would include establishing clear concise achievable and measurable objectives to meet the goals of the organisation

## EDUCATION

6.23	Takes responsibility for teaching, supervising, mentoring and assessing all grades of staff undertaking continuing development and students undertaking programmes leading to professional qualification.
6.24	Assists in implementing clinical supervision and acts as a supervisor of others.
6.25	Undertakes mandatory training within required timescales meets training requirements and achieves timely update.
6.26	Undertakes relevant clinical courses to continuously develop specialist knowledge and skills.
6.27	Assists in education activities and supports key worker and cascade trainers.
6.28	Assists in creating and maintaining a learning environment and promotes a learning culture for all staff and students promoting the use of e-learning
6.29	Supports learners to understand the relevance of research to the provision of quality care.

## RESEARCH

6.30	Assists in the implementation of evidence based nursing care.
6.31	Supports staff to carry out relevant literature searches pertinent to patient care.
6.32	Assists students and other staff to investigate practice.
6.34	Shares good practice by the development of audit programmes and suggests recommendations at clinical governance meetings to the multidisciplinary team
6.35	Contributes to the R&D developmental plan for unit in collaboration with the multidisciplinary team.
6.36	Continuous review of patient information

### **. Professional Registration**

To ensure that continuing professional development is achieved in line with the Registering Body's requirements ensuring your registration is maintained.

### **Health and Safety/Risk Management**

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

### **Equality and Diversity**

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

### **Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

### **Patient and Public Involvement**

All staff will be expected to comply with S.242 of the NHS Act 2006.

### **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

### **Environment and Sustainability**

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

### **Infection Prevention and Control**

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention

and report any breaches using relevant Trust procedures such as the Incident reporting system.

### **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

## **7. COMMUNICATION & WORKING RELATIONSHIPS**

Communicates across organisational boundaries as required

### Internal

Matron

Patient Services Manager

Communicates and liaises with patients, carers and all multidisciplinary staff across the organisation.

Junior nursing staff regarding patient care, allocation of work, workload issues.

Other relevant departments within the Trust, eg Estates, Supplies, HR, Fire, Infection Control

### External

Outside agencies as appropriate including Social Services re patient discharge.

## **8. SPECIAL WORKING CONDITIONS**

The post holder works as part of a Patient Centred Service Group based on both Trust sites.

May be required to work unsocial hours as part of a shift pattern

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

the applied for post.

## **Terms and Conditions:**

You will be appointed on Agenda for Change Terms and Conditions

### **1. Probationary Period**

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

<b>Length of Contract</b>	<b>Probationary Period</b>
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

*Probationary periods do not apply to internal moves/transfers and promotions*

### **2. Pension Scheme**

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate.

Contribution rates can be found at

[www.nhsbsa.nhs.uk/member-hub/cost-being-scheme](http://www.nhsbsa.nhs.uk/member-hub/cost-being-scheme)

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

### **3. Annual Leave**

The leave entitlement for this job is \*262.5\* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.



Your leave entitlement will rise to \*277.5\* hours, pro rata after 5 years NHS Service and to \*307.5\*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

- 4. Health Screening** The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions** The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence** Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website [www.nhsemployers.org](http://www.nhsemployers.org) , or the HR Pages of the Trust Intranet.

**The Foundation Trust is a NO SMOKING Employer** - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

### **General Data Protection Regulations**

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

### **Disclosure and Barring Service**

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS’s children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.