

HR Directorate

Airedale General Hospital
Skipton Road Steeton
Keighley West Yorkshire
BD20 6TD

JOB DESCRIPTION

JOB TITLE: Junior Sister

LOCATION: Airedale General Hospital

BAND: Band 6

REPORTS TO: Senior Sister

RESPONSIBLE TO: Matron Medicine

OVERALL RESPONSIBILITY:

The post holder is responsible for the delivery of care needs and maintenance of Clinical Standards on the ward, under the direction of the Ward Manager over the 24 hour period.

To assist in the leadership and development of an identified group of nurses within the ward

To ensure that patients and their relatives are updated regularly with accurate information, and ensure that this is presented in a way that they understand

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS'.

MAIN DUTIES AND RESPONSIBILITIES:**PROFESSIONAL**

- Facilitating the delivery of nursing care in accordance with standards, policies and procedures set.
- Ensure local policy and legislation is adhered to in relation to the custody and administration of drugs.
- Support the effective documentation of all nursing records, monitoring through audit that national and local standards are maintained on a daily basis
- Maintain effective communication channels throughout professional and support staff on the ward
- Provide professional advice and support to all members of the ward team, acting as a link to medical staff.
- Participate in ensuring an effective learning environment is established and maintained for all trainee staff on the ward.
- Practice Preceptorship and Clinical Supervision for junior staff in accordance with local policies.
- Monitor standards by participating in Audit of Clinical Standards and policies.
- Be aware of current developments and research in clinical practice and facilitate its introduction to the ward team.
- Liaise with Clinical Specialists and senior colleagues to develop practice in the ward environment and enhance the role of the untrained and qualified nurse.

- Develop local standards for care delivery.
- To demonstrate clinical expertise in the care of any patients receiving treatment on the ward.
- To provide specialist nursing advice and support to patients, their families and other healthcare professionals from the point of diagnosis and throughout treatment

ADMINISTRATION

- To support the Senior Sisters and Matrons in processes of continuous quality improvement, formally evaluating standards of care and assisting in the implementation of changes in the light of such findings.
- Support the Senior Sister in the administrative function of their role, assuming managerial responsibility in the Senior Sister's absence.
- Ensure a safe working environment is maintained for self and others, taking appropriate action as necessary in line with legislation, Trust and departmental requirements.
- Ensure staff are aware of resources available on the ward and utilise them in an efficient and effective way.
- Support the Senior Sister in maintaining an effective communication system on the ward.
- Provide 'Unit' cover as required, reporting to the Senior Nurse on for the hospital or Night Co-ordinator.
- Participate in the monitoring of Patients Charter Standards and Quality Initiatives.
- Support staff in adhering to all local policies and procedures.
- Participate in the investigation of complaints.
- Act as a change agent for clinical practice.

EDUCATION AND RESEARCH

- To act as a mentor and support to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student nurse, in conjunction with Line Manager and Practice Development Staff
- To act as practice supervisor, responsible for completing competency documents for junior staff within agreed timeframes
- To act as a mentor to students undertaking further education as requested, ensuring a positive learning experience and facilitating the development of their clinical skills
- To promote and encourage the application of research and of evidence based practices
- To participate in any research projects conducted in the clinical area as appropriate
- To act as a positive role model to junior staff members. Particular emphasis on adherence to the Right Care Values and Behaviours; ensuring that all staff recognise their responsibility to deliver services in a high quality, courteous, patient focused manner and to maintain patient confidentiality at all times
- Empower and support junior staff to be accountable for their own practice and undertake the role of the named nurse/primary nurse.

- Develop nurses to undertake duties under the Scope of Professional Practice, whilst developing oneself towards nurse practitioner status.
- Participate in the Staff Development Review system, assisting staff to take every opportunity to develop knowledge and skills.

MANAGEMENT

- To manage the clinical workload effectively, ensuring care is prioritised appropriately.
- To facilitate transfers/ repatriation into and from the unit on a 24hr basis (SAFER)
- To liaise with Medical Personnel and Bed Managers to ensure optimal bed usage at all times, facilitating timely admission and discharge of patients
- To develop own skills in recruitment and retention, sickness management and performance management as determined by line manager
- To actively support the process of risk management – ensuring incidents are reported appropriately and help identify ways of preventing errors and accidents to both patients and staff
- To make a positive contribution to service development affecting the clinical area and positively influence others to adapt to change
- To actively promote patient care, assisting in resolving local (informal) complaints and supporting the ward manager to investigate formal problems
- To assist with monitoring of stock levels of clinical stores and technical equipment, resolving any shortfall as appropriate
- To maintain standards of hygiene and cleanliness within the clinical area, actioning remedy as appropriate and reporting deficits to the Matron, as appropriate
- To communicate varied and complicated information (verbally and in writing) in a way that is understood and gets the important facts across
- To take a leadership role in crisis situations, resolving problems across the Care Group as necessary
- To maintain confidentiality with regard to personal information pertaining to staff
- To attend and contribute to departmental meetings as required

Collaborative Working

Airedale 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 Airedale 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.

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Right Care Values

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour. Also responsible for embedding the Right Care Values in all support to staff and line management processes; recruitment, performance management, sickness management and PDRs.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Maintain a safe infection prevention and control environment for your self and others
- Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control
- Raise matters of non compliance with your manager or other advisers to reach appropriate solutions
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff
- Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team
- Ensure that infection prevention and control forms part of staff appraisal

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	Band 6 Junior Sister/Charge Nurse
BAND	6
DEPARTMENT	Elderly Medicine
LOCATION	Ward 10

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
KNOWLEDGE	<ul style="list-style-type: none">•Knowledge of the NHS Constitution & 'Understanding the New NHS'•Demonstrable interest in and commitment to the professional development of others.	Research Knowledge Previous experience in speciality.	Application/Interview
SKILLS	<ul style="list-style-type: none">•Proven leadership and organisational skills.•Ability to organise and manage day to day running of the ward and with an multidisciplinary team approach.•Team building and working skills•Ability to facilitate a cohesive team spirit and good team working.•Problem solving skills – able to respond to unexpected issues and provide first line response and to act as a deputy in the absence of the senior sister.•Ability to deal competently with conflict and complaints.•Demonstrates ability to effectively lead a team.	Basic knowledge of IT Rising Stars Training	Application

QUALIFICATIONS	<ul style="list-style-type: none"> •NMC registration •Mentor Qualification or similar •Post diploma/degree RGN 		Application/interview
EXPERIENCE	<ul style="list-style-type: none"> •Relevant Post registration experience •Recent Acute Clinical Experience •Demonstrable clinical expertise, relevant to the area 	Evidence of post basic continuing education.	Application/Interview
RIGHT CARE VALUES	<ul style="list-style-type: none"> -Honesty & Integrity - Listening & Communicating - Supportive & Approachable - Even Handed & Encouraging - Patient Centred & Compassionate - Leads by Example & Self Aware 		Application/Interview
OTHER	<ul style="list-style-type: none"> •Highly self motivated – possess high internal work standards, set themselves and helps others to set attainable goals; wants to do things better to improve, to be more effective and efficient; measure progress against target •Flexibility – able to adapt to ensure achievement of objectives within constantly changing situations and environments •Patient focussed – committed to ensuring a positive hospital experience for patients and their relatives/carers •Can move forward with change and act as an effective change agent in the clinical setting. •Keen to embrace new concepts. 	<p>Highly motivated and can motivate others.</p> <p>Promotes a good learning environment.</p>	Application/Interview