

1. JOB DETAILS	
Job title:	Ward Sister \ Charge Nurse
Accountable to:	Ward Manager
Managerially:	Ward Manager
Agenda for Change Band:	Band 6
Contract Type	Secondment
Location:	Harrogate Health Care NHS Trust
2. JOB SUMMARY	
(A brief description of the main purpose of the post)	
<p>The post holder will be support the Ward Manager in ensuring the highest standard of clinical care is provided within the ward. They will be easily identifiable to patients, relatives and all staff, providing strong, visible leadership and have the appropriate level of authority to facilitate the support, advice and assistance required by patients, their families and carers.</p> <p>The post holder will be able to role model compassion in care and ensure that a caring culture is nurtured and valued highly within the team.</p> <p>Learning from the patient experience to constantly drive up standards is paramount. The post holder will support the ward manager in ensuring the highest standard of care is delivered and will constantly promote: patient safety, effective care and a positive patient experience at each stage of the patient's journey.</p> <p>Excellent communication skills are paramount to this role in order to maximise and ensure a high level of multi professional and multi agency co-operation. This will in turn drive effective patient flows within the ward.</p> <p>The post holder will be an excellent role model who demonstrates a visionary and innovative approach to care with a good understanding of the local and national health agenda.</p> <p>He/she will support the ward manager to ensure agreed programmes of care are delivered to a high standard through active support and direction for all the shift leaders across the 24 hour spectrum.</p> <p>The post holder will support the ward manager in the delivery of efficient high quality care through the adoption of standardised processes which are firmly embedded in the routine practice of the ward. These processes include, but are not limited to, medicines management, care pathways, patient nutrition, discharge, quality management and audit, and patient and carer communications.</p> <p>The post holder will play a key role in ensuring the principles of clinical governance are implemented within the ward.</p> <p>The post holder will have direct access to the Ward Manager, Matron and Head of Nursing for advice and support and they will play an active part in the professional networks within the organisation.</p>	

The post holder must adhere at all times to the NMC Code of Conduct and any other relevant documents as published by the Nursing and Midwifery Council, and must work within the policies and guidelines as laid down by the Trust.

3. ROLE OF DEPARTMENTS

(The function of the department in which the post holder works)

Medical Admissions Unit (Farndale) – 23 bedded acute medical ward.

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)

Head of Nursing

Matron

Ward Manager

Ward Sister \ Charge Nurse

Registered Nurse

Care Support Worker

Ward Clerk

5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

To work with patients and family/carers to provide specialist nursing knowledge and care, including patient empathy and reassurance.

To support patients in their decision making regarding any procedures or investigations.

To work in conjunction with all other staff within the department – Clinical, nursing and other members of the multidisciplinary team to ensure high standards of patient care.

To maintain a positive team environment; ensuring the flow of information is escalated to the ward team and through the management structure.

To forge positive working relationships with other staff within the Trust.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Clinical Responsibilities

To maintain accurate, legible, contemporaneous records of care in line with Trust and NMC guidance

Record keeping and ensuring all documentation is completed.

Responsibilities for ensuring patients receive high standards of care.

Evaluating clinical care and acting upon the outcomes of evaluation.

Ensuring that equipment is safe for use and report any failures in accordance with agreed department protocols.

Keeping up to date with clinical developments and standards eg: NICE guidance.

To be involved in the evaluation of clinical care and the development of actions plans to address any deficiencies.

To maintain a portfolio of evidence of clinical skills, competency based assessments and underpinning theoretical knowledge as required by PREP.

To work in a professional autonomous manner within agreed clinical guidelines, accepted both locally and by governing bodies.

Receive information concerning patients' history, sensitive issues.

Liaise with various staff across the Trust to ensure patients' care is of a high standard.

To be involved in breaking bad news as agreed with Clinicians.

Maintain standards and work to clinical nursing procedures as formulated by the Trust.

To be involved in the mentorship of new staff members and the development of a comprehensive training package.

Maintain up to date knowledge of developments in nursing.

Ensure that patients are kept informed at all times

Ensure that patients are care for with dignity and privacy at all times

Report for duty attired and of appearance so as to conform with Trust policy

Link Work

To ensure that all link work is up to date. Including supporting staff that you manage to ensure that their link work is up to date.

Training and Education

To ensure that your mandatory training and the team that you line manage are up to date. Escalate any issues to Ward manager or matron.

To ensure that New starters are supported through their preceptorship.

To ensure that training concerns are identified as escalated to the ward manager or matron.

To ensure that you document all concerns or variances in expectations within the team members file (electronic or paper).

To liaise with the clinical educator regarding competency to ensure safe staffing/skill mix

Networking and wider organisational issues

To attend Quality Meetings

To attend 'Team Talks' (MS Teams)

To attend and contribute at the in house 'sisters' meetings

To read the minutes if not able to attend and offer feedback to actions where appropriate.

To read 'all user' emails.

Leadership Responsibilities

To coach, mentor and support all staff – including new starters, TNA's, student nurses.

To provide seniority and clinical excellence to the team (knowledge and skills).

To check emails on a shift by shift basis and respond appropriately.

To disseminate information to the rest of the team using the most appropriate format for the situation and urgency.

To escalate issues to the Ward Manager or Matron in a timely manner.

To be aware of DATIX submission and ensure that appropriate and succinct detail is added in a timely manner, in order for investigation to be completed and actions taken.

To de-escalate complaints and have an understanding of the complaints process.

Staff Management– using HR toolkits:

To keep staff files up to date and in order.

To conduct 'Return to Work' interviews and apply the sickness absence policy appropriately. Managing Long term and short term sickness (Stage management); using the template letters to ensure the correct process has been followed.

To conduct meaningful appraisals; setting unambiguous achievable objectives.

To conduct 'catch up' One to one's with the staff that you line manage to ensure that they are on target with their appraisal objectives.

To highlight any Performance management or capability issues to the ward manager or matron; who will guide you through the correct procedure to ensure that the staff

member is supported.

To deal with any issues in breach of the trusts values and behaviours; escalating issues to the ward manager or matron. All issues to be documented in the individuals personal file.

To process Pay progression applications. Ensuring that all the submission indicators have been met (mandatory training, appraisal, performance etc). Paperwork to be filed in the staff members personal file and the electronic submission to be sent via the HR toolkits.

To identify when an Occupational Health referral is required. Discuss and agree the referral criteria with the staff member prior to sending. Then to act on the findings of the Occupational health referral; discussing any adjustments with the ward manager or matron first.

To ensure the timely completion of change forms for any adjustment required for a staff member (address, change of band, change of hours etc).

To regularly check that staff have been booking annual leave regularly throughout the year. Ensuring the annual leave request cards are up to date and that they are not over or under taking their annual leave.

To be able to create a new roster and make adjustments to current rosters as required.

To book NHSP shifts accurately to reflect staffing gaps.
Quality Assurance

To ensure that the ward is CQC ready every day.

To ensure that staff are not working outside their competency assessments.

To dissemination information to the rest of the team in a timely manner.

To be aware of the risk register and discuss any new or updated risks with the ward manager or matron.

To check the environment and ensure that it is free of clutter and safe to work in. Reporting any defects to estates in a timely manner.

To ensure that policies followed and any concerns escalated to the ward manager or matron.

To ensure that all incidents or near misses are DATIX and discussed with the ward manager or matron.

To be the lead investigator for RCA investigations.

To take part in completing the monthly audits; feeding back any issues to the ward manager or matron.

To challenge inappropriate behaviour or vague decision making appropriately.

To take part in mock CQC visits for Farndale.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post holder is expected to:-

Adhere to Trust policies and procedures and relevant legislation including the requirements of any professional bodies attend mandatory training as identified by the Trust.

HDFT takes its responsibility for the Safeguarding of Children and Vulnerable Adults Seriously /each member of staff must comply with the HDFT policy, procedures and strategies relating to Safeguarding.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: **Ward Sister / Charge Nurse**

Factor	Essential	Desirable
Qualifications	Registered Nurse on the appropriate part of the NMC Register. Evidence of ongoing professional development	Diploma/Degree in Nursing or related field. Teaching qualification ENB 998 or equivalent
Experience	Ability to work unsupervised at times Experience of team working Appropriate clinical experience in Acute Care	Post registration clinical experience
Knowledge	Current professional issues Ability to maintain safe custody of drugs and medicines Proactive team player Knowledge of current infection control policies and National agenda	Knowledge of current NHS issues Clinical Governance Risk Management Patient Safety
Skills and Aptitudes	Ability to provide holistic nursing care Good verbal and written communication skills Ability to work under pressure in a busy environment To be aware and adhere to rules of confidentiality regarding patient data Passion and motivation to develop the service Able to follow Trust policies and procedures	IT skills Teaching and assessing skills

Personal Circumstances	Able to foster positive relationships with all levels of staff Able to work effectively in a team Shows initiative, enthusiasm and commitment	
Other requirements	Satisfactory Occupational Health clearance Satisfactory DBS Disclosure clearance	
PERSON SPECIFICATION AGREEMENT		
<div> <div>Post holder</div> <div>.....</div> </div> <div> <div>Date</div> <div>.....</div> </div> <div> <div>Line Manager</div> <div>.....</div> </div> <div> <div>Date</div> <div>.....</div> </div>		

Each of the above points should be considered in the light of minimum requirements listed in the job description.