



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Deputy Ward Sister/Charge Nurse
Band	Band 6
Hours	37.5 hours per week There is a requirement for this to be worked flexibly over a seven-day working week
Department	Castle Ward Worthing Hospital and other Trust sites as required
Division	Medicine
Location / Hospital Site	Worthing Hospital
Responsible to	Ward sister/Matron
Accountable to	All ward nursing and clerical staff in the absence of the ward sister
DBS Level	Enhanced
DBS Barring	Adults and Children
DBS Workforce	Adults and Children

Role Summary

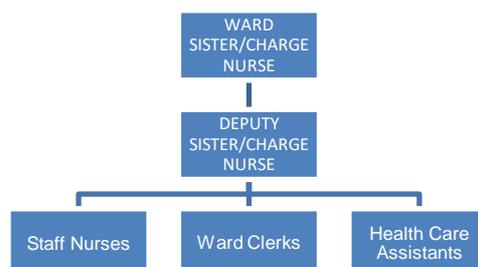
The Deputy Ward Sister/Charge Nurse will support the Ward Sister with leading the ward team. In conjunction with the ward sister, he/she will be responsible for promoting an environment conducive to individual and team development to ensure the delivery of high standards of patient care in line with clinical governance. He/she will also have the responsibility for the effective management of the ward in the absence of the ward sister.

In conjunction with the ward sister the Deputy Ward Sister/Charge Nurse will be responsible for management of staff including staff performance and appraisal. His/her role will also include assisting the ward sister with budget management, audit, and risk management.

Key Working Relationships

Patients and their carers, ward sister, ward nurses, health care assistants, ward clerks, matron, Head of Nursing for Medicine, ward and department sisters and teams, consultants and their teams, CNS teams, site team, all members of the Multidisciplinary team, (MDT) and the discharge teams.

Structure Chart



Main Duties and Responsibilities

Communication

Act as a role model and ensure effective staff supervision with clinical practice, working with staff and patients in an advisory, teaching and support capacity and maintaining professional competence, authority, and credibility.

Work collaboratively with clinical nursing experts including Heads of Nursing, Clinical Teams, Consultant Nurses, Nurse Specialists and Practice Development Nurses in the development of expert, personal centred practice.

Be able to develop, motivate and lead a team by using objectives in line with department, subspecialty, and corporate goals.

Provide professional leadership within the department alongside the band 7 ensuring that all staff use evidence-based practise and adhere to the NMC code of professional conduct.

Be able to demonstrate a high degree of motivation and innovation.

Communicate effectively with the department team ensuring that there is a monthly team meeting and ensure robust systems exist so that staff feel informed.

To contribute positively to the effectiveness and efficiency of the teams in which he/she works.

Work with PALS to ensure that areas of concern are addressed effectively.

Be able to work in a multi-professional environment ensuring most effective use of all members of those professional teams.

Display strong leadership and positivity to the department team during times of increased pressure on resources, staffing crises, or bed pressures, working with divisional leads to assess risks across the division and how these can be minimised.

Service Delivery and Improvement

Demonstrate a logical, flexible, and innovative approach to problem solving.

Monitor key performance indicators, identify trends, and take action to maintain levels of acceptable performance.

Ensure that patient activity is monitored, and that all patient information is entered into the Careflow system.

Ensure the department objectives are set in line with the Divisional and Trust objectives.

Ensure any safeguarding issues are raised appropriately to lead nurses to enable investigation in relation to vulnerable adults or children.

Ensure equipment is regularly maintained and serviced in line with hospital policy and manufacturer's recommendations.

Ensure medical devices folder for all equipment on the ward is kept updated with any new equipment and training records are up to date.

Report / action any accidents, incidents or undue occurrences reported to you or witnessed by you in line with Trust policy. Ensure proactive investigation of any clinical incidents, undertaking root cause analysis if indicated, ensuring action plans are developed as needed.

To have responsibility for risk management and health and safety in the workplace, by being proactive in raising risks with divisional management team and ensuring adequate controls are in place to manage these risks.

Work in collaboration with clinical leads in relation to national initiatives such as the CNST / NHSLA, Essence of Care, Care quality commission standards and NICE guidelines.

Contribute to the process of risk management within the Divisions particularly with regard to issues related to nursing and other professional matters.

To contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies

Manage the department budget under the guidance of the Matron and Head of nursing. Ensure that pay and non-pay costs are examined monthly and examine ways to bring budget in line or raise cost pressures with Matron.

Ensure the principles of lean working/ productive ward are embedded into the department culture and reflected in practice, to ensure most appropriate use of resources both staff and consumables and raise standards of care.

People Management and Development

Ensure all staff are working to their required level of clinical and professional competence, developing all staff to attain competence as highlighted at appraisal.

To lead on and ensure appraisals are undertaken for all team members on an annual basis ensuring feedback on performance is given at regular intervals throughout the year. Recommend the needs for staff development and training were identified by this process, ensuring training needs analysis is provided for the department.

To provide induction for new staff members which meet with legal requirements such as Health & Safety, Drugs etc. and set standards.

Ensure newly qualified nurses are provided with a preceptorship period.

Prepare and evaluate staffing rosters, adjust accordingly to provide cover with the required skill mix making best use of resources available. Minimise the use for bank and agency staff by relocation of staff as needed to cover rota effectively.

Assume responsibility for appointing staff to your area in line with recruitment policy and budget allocation.

Assess current and future manpower needs including a continual review of skill mix in conjunction with the other divisional ward/ department sisters / charge nurses, Matrons and Heads of Nursing.

To promote the principles of Improving Working Lives amongst your team ensuring fairness and equity.

Ensure staff sickness is managed proactively within Trust policy.

To fully participate in the Trust's appraisal system review and personal development planning process on an annual basis.

Ensure a supportive teaching and learning environment is in place.

Actively audit and proactively manage essential care against complaints, improvements, critical incidents, and the essence of care benchmarking.

Teach and facilitate learning for all nursing students in liaison with the University, and for health care assistants undertaking NVQ, Apprenticeships and Associate Nurse training.

Patient Care Delivery

Act as an expert practitioner demonstrating specialist knowledge, skills, and expertise within the area of work and within the context of changing health care provision.

Take the lead in developing/implementing evidence-based practice within the clinical environment with a multi-professional focus having the ability to facilitate, initiate, manage, and evaluate change in practice to improve quality of care.

Ensure that the quality of patient care is assured by involvement in the implementation of essence of care and regular benchmarking of the standards at department level.

Ensure high levels of patient satisfaction, ensure patient questionnaires are monitored and any required actions implemented.

Ensure the needs of older people and their supporters are kept central to practice and service development.

Ensure privacy and dignity of patients and clients is key in provision of nursing care and clinical practise of all staff.

Deal with patient / relative complaints proactively to minimise the risk of them becoming formal. Appropriately investigate complaints in a timely manner and provide response as required.

Ensure the clinical environments reflect a high standard of cleanliness, be proactive in response to any issues raised in cleaning audits or patient environment inspections.

Ensure the control and custody of all medications and drugs in accordance with Western Sussex trusts policy and statutory regulations.

Work with the Infection Control team and the facilities team to ensure that infection control procedures and cleanliness are observed in the Pre-operative Assessment and Admission areas.

Work with infection control to ensure that MSRA screening is carried out on all elective patients and that decolonisation is commenced when required and in a timely manner.

Ensure that Infection control audits such as high impact interventions and hand hygiene audits are undertaken as required, and any issues or trends in poor compliance are addressed.

Strive to continually improve department environment to high standards ensuring action plans from patient environment audits are maintained.

Support and promote the development and implementation of nursing care services that reflect the principles of Clinical Governance.

Learning and Development

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Identify own learning needs and jointly plan training requirements with your line manager

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘Excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to

comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity, and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	RGN	AF		
Experience/ Qualifications	RGN 1ST LEVEL or RMN NMC PIN ENB 998 / Mentorship or equivalent Educated to Diploma level education in relevant subject or equivalent. Sound clinical and professional practice knowledge. Evidence of professional development since qualification Post Registration experience	AF, I	NVQ Assessor ILS provider Leadership course or equivalent Degree level studies Dementia related studies Experience in elderly care. Experience of complex discharge planning Evidence of dementia study or experience	AF, I
Skills	Excellent verbal and written skills. Ability to lead a team. Motivation and innovation.	I	Leadership skills. Broad professional vision Understanding of financial controls. Experience of policy and report writing	AF, I

	<p>Excellent interpersonal skills.</p> <p>Conflict management.</p> <p>Critical analysis skills.</p> <p>Effective time management.</p> <p>Delegation skills.</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues</p>			
Equality, Diversity, and Inclusion	<p>Evidence of having championed diversity in previous roles (as appropriate to role).</p>	I		
People Management and Development			<p>Experience of leading a team or assisting to lead a team.</p> <p>Experience of recruitment processes.</p> <p>Experience of supporting staff with their personal and professional development.</p> <p>Experience in undertaking appraisals</p>	I
Specific Requirements	<p>Ability to work under pressure/stress tolerance.</p> <p>Ability to deal with difficult conflict situations, manage change, or manage performance issues.</p> <p>Demonstrates a high level of patient care to high standards.</p> <p>Demonstrates a passion for caring for older people, including patients with a dementia.</p> <p>Aware of Health & Safety issues and risk management</p>	AF, I	<p>Experience of working with dementia patients</p> <p>Vision for developing the hospital environment to improve the experience for elderly frail patients</p>	AF, I