

Job Description & Person Specification



Job title: Senior Sister/Charge Nurse CED
Band 7

Job Description

1. General Information

Job title: Senior Sister/Charge Nurse

Band: 7

Department: Childrens Emergency Department (CED)

Division: Women's and Children's

Reports to: Paediatric Matron

Accountable to: Head of Nursing – Childrens Services

DBS Clearance required: Yes – Enhanced

Enhanced: posts providing hands-on care to patients.

2. Key relationships

Paediatric Matron, Emergency Medicine Matron, Head of Nursing – Childrens Services, Paediatric Practice Development Team, Community Nursing Team, Paediatric safeguarding team, Deputy Chief Nurse, Chief Nursing Officer, Deputy Sister/Charge Nurse, Ward Team, Patients/Relatives/Carers, PALS, Divisional Manager, Support Services, Corporate Nursing, Practice Development Team, Facilities & Estates, Medical Staff, HR Staff & Finance Manager

3. Job Summary

The Senior Sister/Charge Nurse is:

- Professionally accountable and responsible for the standards and delivery of nursing care within their clinical area of management
- Responsible for standards of cleanliness and IPC practices in their own clinical area
- Named budget holder and authorised signatory for financial resources
- Responsible for the information governance on his/her Ward/Department and the completeness of data
- Able to work with a governance framework for Safety (PSIRF, AARs, Datix etc)

4. Primary duties and areas of responsibility

4.1 Clinical & Leadership

Demonstrate specialist expertise and professional knowledge acquired through post registration academic study, clinical, leadership and management development. Work and act as a role model for professional practice and leadership.

Will work closely with the Paediatric Matron, Head of Nursing and clinicians in embedding the principles of a robust Clinical Governance framework in order to maintain / improve and develop high standards of patient care, and thereby ensuring that the patients are treated with dignity and respect.

Place the patient's experience at the core of service delivery through implementation and continued monitoring of FFT data and other modes of feedback (complaints/PALS).

Work collaboratively with the PALS and Patient Forums to investigate and resolve patient concerns/ complaints, involving ward staff in developing action plans and progress development meetings.

Actively implement initiatives outlined within the Trust's local Nursing, Midwifery & AHP Strategy and where relevant take the lead for relevant projects.

To ensure that nursing practice reflects current clinical developments, evidence-based guidance and is based on sound nursing audit and research, identifying opportunities for the promotion and participation in such activities.

Promote and lead Nurse Led Discharge within area of responsibility and ensure all staff actively participate in discharging/transferring 'medically fit' patients to more appropriate settings.

Empower team members to enhance patient care and future succession planning within team structure.

4.2 Management Responsibility

Manage people and financial resources within allocated budget/s to ensure effective operation of the Ward/ Department Team.

Develop action plans and reports to demonstrate causes and the required action to rectify budget deficits.

Manage staffs contracted hours, sickness, absence and training through the e-Roster, planning off duty roster a minimum of 8 weeks and published 12 weeks in advance.

Line manage and assess staff performance objectively through competencies, skills and an appraisal framework with robust personal development planning.

Provide clear feedback to team members in a way that is conducive to maintaining and improving performance. Where performance is poor take necessary steps to effectively manage the individual with support from Human Resources.

In liaison with relevant managers/Heads of Departments, monitor and rectify any deficiencies in services, such as ward cleaning, catering, laundry, portering and administrative support.

Hold monthly Ward/Department meetings, which provide the opportunity for discussion of local issues and appropriate sharing and cascading of organisational and professional information.

Utilise and work to the principles of the Trust's Recruitment and Retention Action Plan with the aim of reducing vacancies and maintaining a sufficient ward establishment.

Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed.

Promote interdisciplinary working, with outcomes aimed at the best interests of patients and cohesive service delivery.

Be familiar with electronic systems, particularly Electronic Paper Records (EPR) and other tools as appropriate for the correct recording and coding of patients in the clinical areas

Be responsible for ensuring the clinical nursing team and any member of staff working within your ward/dept upholds all correct practices in relation to Information Governance (Data protection, Caldicott and confidentiality).

Ensure all risks are highlighted, scored, documented and reviewed and appropriate action plans are drawn up.

Actively promote diversity and equality. Generate and sustain relationships that promote dignity, rights and responsibilities.

Be accountable for own practice and for the delegation of care given to more junior colleagues, support workers and students.

Undertake an annual appraisal of all team members including assessment of performance against knowledge skills framework and development of personal development plans.

Contribute to the formulation of policies, standards and guidelines.

4.3 Infection Control & Cleanliness

To take overall responsibility for standards of cleanliness in own clinical area and ensure that in his/her absence that the Nurse in Charge of the Ward/Department is responsible for ensuring that cleanliness standards are maintained throughout the shift

In conjunction with Line Manager (Paediatric Matron), be involved in setting service quality standards and in the monitoring of contracts and Service Level Agreements.

To undertake regular environmental monitoring audits, complete the necessary paperwork and return within an agreed timescale to the nominated Manager.

To be actively involved and monitor all cleaning and infection control audits undertaken within Ward/Department.

To ensure that all staff are aware of their responsibilities in relation to embedding the Code of Practice for the Prevention & Control of Healthcare Associated Infections.

4.4 Education and Development Responsibility

Optimize the learning environment within the clinical area by ensuring good induction and appraisal of all staff, the maintenance of pre/post registration clinical placements, and regular formal/informal opportunities for development are equally available for all staff, with all associated documentation/records.

Promote/ develop and maintain a culture within the Ward/Department which challenges and questions practice and promotes the quality of thinking amongst practitioners. Ensuring that staff and students receive effective and documented induction, mentorship, development and support.

Actively participate in the Trust's Clinical Leaders Development Programme and other developmental opportunities both locally and nationally

Work creatively to develop practice and new ways of working, taking the lead in the change management process when appropriate.

Fully engage in one's own appraisal/performance review focusing on the important areas of relationship management, risk taking and problem solving, ensuring that there is clarity on the level of authority held for all aspects of the role and that they are regularly reviewed.

4.5 Professional Responsibilities

Maintain an active nursing and Midwifery Council registration

Undertake all relevant training updates.

Maintain an up-to-date professional portfolio to support Knowledge skills framework and professional development.

5. On-call requirements

There is a Trust senior nurse rota which the paediatric matron is expected to participate in.

Person specification

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	Essential Requirements	Desirable Requirements
Education and Qualification	<p>RN (Child).</p> <p>Educated to degree level APLS/EPALS.</p> <p>Management / Leadership training.</p> <p>Evidence of ongoing development related to specialty.</p>	<p>Educated to Masters level.</p>
Knowledge	<p>Experience in mentoring, assessing, coaching.</p> <p>Leadership/management Leading a team.</p> <p>Lead on staff appraisal.</p> <p>Up to date knowledge of relevant political and professional issues in health care.</p>	<p>Experience of change management.</p>
Experience	<p>Clinical experience at B6 of working in a busy Childrens ED.</p> <p>Experience of nursing recruitment.</p>	
Skills	<p>Transformational leadership style Audit/research.</p> <p>Presentation skills Ability to facilitate and support learning.</p> <p>Excellent personal and communication skills.</p> <p>Organisational ability Role model Negotiation</p>	

Additional information

- The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.
- This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimized. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients, and visitors are not exposed to unnecessary or avoidable risk.

Dignity & Respect	The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of sex, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief and sexual orientation.
Values Based Appraisals	All staff employed within the Trust will be expected to participate in the annual values-based appraisal process for themselves and any staff accountable to them.
Rehabilitation Of Offenders Act	Under this Act, offences which are 'spent' need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal 'spent' convictions if asked. Further information can be found via: https://www.gov.uk/government/organisations/disclosure-and-barring-service
Health Clearance	All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.
Professional Registration	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time on request.
Work Visa / Permits / Leave To Remain	If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.
Confidentiality / Data Protection / Freedom of Information	Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Our commitment to you

West Hertfordshire Teaching Hospitals NHS Trust is committed to recruiting the best person for the job, based solely on their ability and individual merit as measured against the criteria for the role; through a process that is fair, open, consistent, and free from bias and discrimination.

We are committed to being a diverse and inclusive employer and foster a culture where all employees are valued, respected and acknowledged. All applicants will be considered for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We particularly welcome applications from Black, Asian and Minority Ethnic communities, people with disabilities and/or long-term health conditions and LGBT+ community members. We have policies and procedures in place to ensure that all applicants and employees are treated fairly and consistently. We are proud to be accredited as a Disability Confident Employer, with a number of active staff networks. Staff network members create a positive and inclusive work environment at West Hertfordshire Teaching Hospitals NHS Trust by actively contributing to the Trust's mission, values and efforts specific to inclusion.

We ask all applicants to tell us about their personal information to help us monitor our processes and ensure that we treat everyone fairly.



Staff benefits and rewards

Supporting you

- Our Employee Assistance Programme (EAP) is a free service for staff provided by Vita Health. It's here to help you manage all of life's events 24/7 365 days a year.
- We have a spiritual care team offering support to people of all faiths.
- The Trust offers health and wellbeing days which includes free massage and relaxation treatments, in addition to fitness classes.

Flexible Working

- At West Herts we recognise the importance of a good work life balance and the ability to work flexibly. We are delighted to offer a variety of flexible working options for all staff. Please check out our web page for more information.
- <https://www.westhertshospitals.nhs.uk/flexibleworking/>

Annual leave

- You get 27 days on starting, 29 days after 5 years and 33 days after 10 years' service (excludes bank holidays).
- If you already have NHS service, then we will honour this in terms of your annual leave entitlement.
- We have a range of flexible working options across the Trust including part-time hours and home working.

Discounts

- You can order bikes and safety accessories with our Cycle to work scheme staff benefit.
- Discounted childcare at our onsite Busy Bees nurseries.
- Free eye tests.
- Free quarterly health checks, massages, and fitness classes.
- Discounted gym memberships including Anytime Fitness and Nuffield Health.

NHS Pension

- One of the UK's best pension schemes, the NHS pension offers an excellent package of benefits. Visit: www.nhsbsa.nhs.uk/pensions.aspx for more information on NHS Pensions.

Maternity/Paternity Pay & Shared Parental Leave

- Female staff with at least one years' service can benefit from up to a year's leave, 8 weeks of which are full pay, then 18 weeks at half pay plus Statutory Maternity Pay.
- The Trust also provides two weeks paternity leave for partners at full pay, for those with at least one years' service. Further information outlined in the policy.

Development Opportunities

- The Trust offers over 300 online courses that staff can undertake either at home or in the workplace.
- Staff may be eligible for funding to undertake an apprenticeship or a foundation degree, or undertake courses provided by the University of Hertfordshire or an alternative course provider.
- The Trust has a Coaching Network and trained coaches within the Trust are matched with staff of all disciplines to provide a powerful development opportunity.

Staff Recognition

- The Trust recognises its staff through Long Service Awards, Stars of Herts Awards and through an Annual Stars of Herts event.

Library

- The library staff are committed to providing an efficient service, offering the latest and most appropriate collections, along with a study environment supported by advice and guidance on finding information.
- Staff can ask the library to search for information, evidence and publications.

Staff Networks

- The Trust has an equality and diversity staff network providing support for staff. This includes Disability, Carers, BAME and LGBT+ networks.
- The Trust recognises several trade unions and works in partnership with Unison, Unite, BMA and RCN to name a few.
- The Trust has a range of peer support networks which include Wellbeing Champions and Mental Health First Aiders.

Temporary Staffing via Bank

- A fantastic opportunity to gain additional experience and keep your skills up to date
- Flexible shift patterns
- Competitive weekly pay and access to 'NHSP Stakeholder pension' for eligible members

Schwartz Centre Rounds

- A forum where all staff (clinical and non-clinical) can come together regularly to discuss the emotional and social aspects of working in healthcare.
- Helps staff to feel more supported in their jobs and allows them the time and space to reflect

Engagement Events

- Annual engagement events at West Hertfordshire Teaching Hospital include, Well Fest All Stars Awards Night, Afternoon Tea's and much more.