

**Maidstone and Tunbridge Wells NHS Trust  
Job Description**

**Job title:** Junior Sister/Charge Nurse

**Band:** Band 6

**Directorate:** Emergency Medical Services

**Site:** Maidstone Hospital

**Hours:** 37.5 hours per week

**Reports to:** Matron

**Accountable to:** Head of Nursing for Emergency Care

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**AIM OF THE ROLE:**

- To provide high quality, effective, individualised care to all patients by assessing care needs and developing, implementing and evaluating them without supervision
- To assist the Matron senior team in leading the nursing team and deputise in their absence
- Monitor standards of nursing care and take appropriate action to maintain and improve them
- To respond to patients, relatives and carers concerns as they arise and take remedial action as required
- Co-ordinate EDresponse to ensure patients managed quickly and effectively, while meeting NHS targets
- To respond to patients, relatives and carers concerns as they arise and take remedial action as required.

## **KEY WORKING RELATIONSHIPS:**

- Medical and multi-disciplinary teams
- Patients and visitors
- Support staff, students nurses
- Consultant Nurse
- Clinical site management team
- External agencies i.e. Police / ambulance service

## **KEY RESULT AREAS**

- Nursing care
- Leadership – organisational management i.e. shift leader
- Maintaining and improving standards of patient care
- Effective management of resources
- Development of own and others professional practice in line with personal development plans
- Meet NHS targets and departmental objectives.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1. Clinical Responsibilities**

- 1.1 Act as a clinical expert within ones sphere of work
  - Perform expanded practices such as PGD, Triage, cannulation and plastering, ALS and x-ray requesting
- 1.2 Organise planned care for a group of patients without direct supervision
- 1.3 Ensure the assessment, planning, implementation and evaluation of evidence based, individualised patient care
- 1.4 Assist and advise staff, both registered and unregistered in the delivery of patient care

- 1.5 Ensure all staff maintain accurate clinical observations and document of the patient and act accordingly
- 1.6 Undertake nursing procedures Perform expanded practices such as PGD, Triage, cannulation, ALS, plastering and x-ray requesting.
- 1.7 Have responsibility for the correct administration and custody of medicines according to Trust policy
- 1.8 Ensure registered nurses monitor patients progress, work towards safe and timely referral to discharge team ensuring barriers to discharge are identified and acted on appropriately
- 1.9 Deal with concerns raised by patients and visitors in a proactive manner and take remedial action as necessary
- 1.10 Act as the patients advocate
- 1.11 To perform the expanded role of triage nurse in initial assessment, treatment and prioritisation of patient care.

## **2. Managerial Responsibilities**

- 2.1 Manage effective flow of patients within Emergency Services to meet the NHS targets
- 2.2 Plan, organise and deploy staff according to ability and workload in order to meet patient needs
- 2.3 Ensure that nursing practices comply with Trust policies and procedures
  - Instigate appropriate Emergency Service response to major incidents and incident within public areas of the hospital grounds
- 2.4 Carry/hold major incident and cardiac arrest bleep.
- 2.5 Communicate effectively at all times and maintain a harmonious working environment
- 2.6 Maintain a safe and healthy environment, reporting all incidents
- 2.7 Assist the Senior Sister or Charge Nurse in compiling duty rotas and be responsible for arranging adequate staff cover

- 2.8 Assist the Senior Sister or Charge Nurse in the monitoring of sickness and absence levels
- 2.9 With the Senior Sister or Charge Nurse participate in the selection and recruitment of junior staff.
- 2.10 Assist in ensuring the availability of resources for patient care
- 2.11 Ensure equipment is in good working order, and report appropriately when defective
- 2.12 Participate in nursing audits and clinical benchmarking exercises and suggest any change to improve standards
- 2.13 Ensure the economical use of resources
- 2.14 Contribute to the overall control of the ward or departmental budget and identify areas where cost improvements can be made

### **3. Education, Training and Health Promotion**

- 3.1 Assess the needs of patients, relatives and carers and provide them with information as requested. Health prioritisation to general public as patients
- 3.2 Assist in the annual appraisal process and ensure all staff have an individual performance review and a personal development plan in place as delegated by the Senior Sister or Charge Nurse
- 3.3 Assist the Senior Sister or Charge Nurse in orientating all new staff and students to the Acute and Emergency Services Directorate
- 3.4 Provide teaching and development to the nursing team and students helping them to achieve their learning outcomes
- 3.5** Act as a role model, mentor and preceptor to the Acute and Emergency Services team
- 3.6 Provide support, guidance and counselling for colleague.

#### **4. Professional Responsibilities**

- 4.1 To keep up to date with current developments in nursing and ensure evidence based practice
- 4.2 Develop new skills and knowledge pertaining to the speciality as advised by the Consultant Nurse and PDN
- 4.3 Take responsibility for self-development through the appraisal system and work towards completing agreed personal development plan
- 4.4 Contribute to the delivery of the Trusts Nursing Strategy
- 4.5 Conduct oneself in accordance with the NMC Code of Conduct and Trust policies
- 4.6 To be aware of and take appropriate action in regard to cardiac arrest, fire and major incident, chemical incident (NBC)
- 4.7 Promote awareness and compliance amongst colleagues regarding Trust policies, procedures, guidelines and standards
- 4.8 To undertake responsibility for tasks delegated by the senior sister or charge nurse, Matron or Consultant Nurse.

#### **Job description agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.
13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child

protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust**

**Junior Sister/Charge Nurse**

**Person specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Mentorship Qualification</li> <li>• Relevant specialist course or equivalent experience</li> <li>• Experience of leading shifts in Emergency Department</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive experience within speciality</li> <li>• Knowledge of quality, standard setting, benchmarking and audit.</li> <li>• Knowledge of NMC Code of Professional Conduct</li> <li>• Extensive knowledge of speciality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of budget management</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Organisation and management skills. Teaching.</li> <li>• Ability to lead a team.</li> <li>• Articulate with advanced written and oral communication skills.</li> <li>• Ability to work effectively under pressure.</li> <li>• Ability to problem-solve.</li> <li>• Ability to perform clinical activities specific to speciality.</li> <li>• Competency in medication administration including IV drugs.</li> <li>• IT skills including use of email and office packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to appraise staff or willingness to learn</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Calm</li> <li>• Supportive</li> <li>• Motivated</li> <li>• Professional</li> </ul>	<ul style="list-style-type: none"> <li>• Have an interest in professional development</li> </ul>