



**Junior Sister/Charge Nurse – Treatment  
Centre Band 6  
Planned Care**







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# Welcome



Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

## Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

## Job summary

**Job title** Junior Sister/Charge Nurse Treatment Centre

<b>Band</b>	Band 6
<b>Division</b>	Planned Care
<b>Responsible to</b>	Clinical Nurse Lead
<b>Accountable to</b>	Clinical Nurse Lead
<b>Type of contract</b>	Permanent
<b>Hours per week</b>	37.5
<b>Location</b>	Treatment Centre

The post holder will be a clearly identifiable senior clinical staff member, and team leader. They will have significant clinical experience, provide sound clinical expertise to their team, and coordinate and deliver high quality care. They will be a role model for expert clinical care, and lead on specific projects / management functions as delegated by the Sister / Charge Nurse. They will role model the identified Trust values at all times.

In general settings, they will be the assigned deputy for their manager, generally known as a Junior Sister / Charge Nurse, coordinating clinical, managerial and education requirements of the area, and being a role model for team members, whilst delivering and overseeing high standards of care. In midwifery settings they will be called a Midwife.

In specialist settings, they will have a significant level of specialist clinical knowledge and expertise in the clinical functions of care delivery. They will provide advice and guidance also, and generally be known as a senior staff nurse.

## **Key responsibilities**

Sister / Charge Nurse

Matron

Patients and their carers

Nursing / midwifery and medical staff

Multidisciplinary team

Directorate / Divisional Nurse

## **Roles and responsibilities**

### **Roles and responsibilities**

#### **Clinical:**

Lead on assessing planning and implementing high quality care, and evaluating care options for patients in the clinical area, in line with the Trust values and objectives

Lead on complex clinical care for patients within their area

Ensure the safe custody, maintenance and administration of medication, in accordance with established Trust policy

Promote and maintain a safe therapeutic environment for patients, their families and staff, according to national and local Infection Control guidelines, Health & Safety legislation and Trust policies and objectives

Coordinate post-surgical transfers, promoting timely and safe processes for them

Ensure that patient flow and the management of beds is effective and safe

Ensure the delivery of high quality end of life care in line with national pathways, eg WHO Safety Surgical Checklist

Provide sound evidence based clinical advice as required to staff and patients

Maintain a good understanding and implementation of clinical escalation procedures as required

Understand the Trust clinical governance framework, and participate in the promoting and safeguarding of high standards of care, through effective risk management & governance, and adherence to the Trust values

Ensure that the team promote, ensure and adhere to the Trust safeguarding policies

Undertake effective multi professionally work with colleagues to deliver care

Coordinate and manage nurse led clinics where appropriate

Coordinate specialist functions, including making clinical decisions where appropriate

Monitor quality of standards of care, in line with CQC requirements and Trust and Divisional objectives

Deliver and supervise a high quality patient experience

Work with manager to collect and disseminate data on quality indicators etc., in line with national and Trust objectives

Maintain a safe working environment, including ensuring equipment is safe, and used in line with Trust policy and values

Promote and maintain patient safety at all times, including proactively implementing falls prevention

Lead role in the detection, management and prevention of safeguarding issues

Have an awareness of current professional and clinical developments within their area of practice and promote this to others

## **2. Leadership and management:**

Manage the day to day staffing arrangements and rotas, to ensure safe levels of practice

Be in charge of a theatre list on a regular basis where appropriate

Ensure staffs adhere to Trust protocols of care, e.g. Infection Control

Take continuing responsibility for the Unit/ Department in absence of Sister or floor coordinator

Lead and manage their own clinical team within general clinical areas, and of the total team in the absence of the Theatre Sister, in line with Trust values

Develop and maintain effective communication and working relationships with other professional groups, and staff generally within the Division and the Trust

Contribute to the effective management of the area by ensuring correct levels of staff are in place to deliver and assist with the planning of off duty rotas

Assist in the delivery of induction / orientation of new staff

Act as a role model, ensuring staff work to Trust guidelines and values

Supervise, under the direction of their manager, the work of qualified and unqualified staff and learners

Provide clinical support and guidance to staff

Act as a resource for clinical knowledge to staff

Initiate action on complaints & incident management and responses, and assist in their investigation and resolution

Participate in recruitment and selection, and develop effective selection and interviewing skills

Undertake appraisals of staff, following training

Chair team meetings as required

Lead on specific projects, as indicated and agreed by manager

Have a working knowledge of budget arrangements for area, focussing on cost effectiveness and quality, to ensure maximum use of resource

Understand and manage local change with team members, including the embedding of new projects

### **3. Education & research:**

Participate in the education of all learners within their area

Actively support and assist in preceptorship and in pre-registration student support, supervision and guidance including mentorship where appropriate

Identify and respond to learning needs for area

Develop and deliver or organise local training sessions, mindful of the Trust values

Facilitate others in the development of informal teaching skills

Participate in the annual training needs analysis for their area

Participate in any local or related research projects, clinical trials etc

Apply and encourage others to utilise evidence based practice and relevant research findings in practice

Identify areas of nursing / midwifery research within their area that will be of benefit, and encourage and educate other staff to recognise the importance of research

Participate in clinical supervision / acting as supervisor

### **4. Professional development:**

Maintain professional registration

Ensure mandatory training and a satisfactory appraisal is in date

Undertake a professional development plan and demonstrate achievement of objectives

Ensure adherence to Trust policy and guidelines at all times

Role model Trust values at all times

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.



## Person Specification

<b>Job title</b>	Junior sister / charge Nurse Treatment Centre
<b>Band</b>	Band 6
<b>Division</b>	Planned Care

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable: D

<b>Trust Values</b>	
Putting patients first	E
Responsive to, and supportive of, patients and staff	E
Open, welcoming and honest	E
Unfailingly kind, treating everyone with respect, compassion and dignity	E
Determined to develop our skills and continuously improve the quality of care	E

<b>Education and Qualifications</b>	
Registered Nurse	E
Theatre Course	E
Mentorship qualification/Practice Assessor	E

<b>Experience</b>	
Relevant post registration experience at Band 5 level	E
Extensive experience in Orthopaedic ,HMU, and general surgery	E
Experience of excellence in leading all / part of a clinical team in practice	E
Proven management experience	D
Experience of clinical supervision	D

<b>Skills and knowledge</b>	
<b>Proven clinical knowledge linked to area of speciality and excellence in care delivery</b>	E
<b>Proven knowledge of safety issues through clinical governance and risk management</b>	E
<b>Excellent communication skills with patients, relatives, staff and external contract</b>	E
<b>Knowledge of current challenging and issues in nursing</b>	E
<b>Commitment to teaching and learning for self and others</b>	E
<b>Commitment to quality initiatives and research.</b>	E
<b>Clinical decision making skills and ability to prioritise workload</b>	E
<b>Computer literacy skills</b>	E
<b>Knowledge of budgets</b>	D
<b>Experience of data collection for quality monitoring / audit</b>	D
<b>Experience of risk management / assessment</b>	D

<b>Personal qualities</b>	
<b>Effective role model, demonstrating trust values PROUD</b>	E
<b>Enthusiastic and motivated</b>	E
<b>Effective team member</b>	E
<b>Self-starter and able to work on own initiative</b>	E
<b>Able to work under pressure</b>	E
<b>Able to act as a patients advocate</b>	E
<b>Approachable, respectful, supportive adaptable and assertive</b>	E



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