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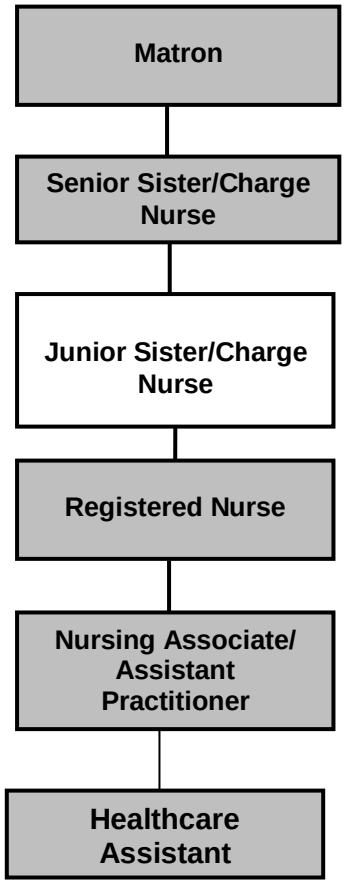
NHS
Stockport
NHS Foundation Trust

Stockport NHS Foundation Trust

Job description and person specification
Emergency Department – Medicine Division - Junior Sister/ Charge Nurse

Job Title: Junior Sister/Charge Nurse		**AfC Reference No:** DWMTL/2020/10/JF2
Division: ED		**Band:** 6
Staff Group *Please indicate ✓* *This section must be completed.*	• *Administrative Services* • *Allied Health Professionals* • *Health Science Services*	• *Nursing and Midwifery ✓* • *Support Services*
Hours or Programmed Activities: Full/Part Time	**Base:** Stockport NHS Foundation Trust	
Accountable to: Ward Manager		
Responsible for: Junior members of the Ward / Department Nursing Team		
Professionally Accountable to: Matron		
Job Summary: The post holder will support the Ward Manger/ Team Leader in all aspects of Ward/ Department management and have a key role in co-ordinating and developing the nursing team ensuring that patients receive the required standard of care. The post holder will support the Ward Manager/ Team Leader in ensuring all staff comply with Trust policies/ procedures and professional and legal standards.		

Organisation Chart



JOB DESCRIPTION

Main Duties and Responsibilities

- Assist patients/service users/carers/relatives during incidental contacts.
- Manage the ward / department in the absence of the Ward Manager/ Team Leader, coordinating the activities of the ward team and deploying resources effectively.
- To effectively co-ordinate care to ensure a seamless and timely pathway of care for patients.
  To be a visible and accessible presence in the clinical area for patients, relatives, and staff.
- Lead by example and act as a positive role model taking responsibility for own professional development.
- Ensure that effective communication is maintained both within the ward / department and with relevant external agencies or individuals.
- Organise own workload and adjust priorities in response to issues arising in the workplace.
- Recognise and respond appropriately to issues which require urgent or immediate attention, reporting

to other members of the multi-disciplinary/ management team as necessary.

- Deputise for the Ward Manager/ Team Leader as required.
- Maintain ward management records and produce timely management reports at the request of the ward manager or as required in his/ her absence.
- Ensure comprehensive clinical records are maintained.
- Support the management of roster allocation for present and future shifts to provide safe staffing levels in line with the agreed workforce model.
- Ensure the provision of compassionate, safe, and high-quality care of all patients and supervise the working of junior staff and trainees during the span of duty.
- Assist the Ward Manager / Team Leader in supporting and contributing to agreed developments within the Division.
- Ensure the efficient use of ward resources e.g., bank staff.
- Contribute to the Ward accreditation program as required.

Communications

- Lead by example to ensure timely and effective communication with patients, staff, relatives, and carers in relation to care issues and act as an advocate to ensure they have access to appropriate advice and support.
- Ensure the confidentiality of patients and staff is maintained.
- In the absence of the Ward Manager, ensure effective communication both within the ward e.g., handovers and ward meetings, and as the ward representative at senior nurse meetings.
- Ensure staff proactively manage patient, relative and carer concerns.
- Seek support and advice on matters outside your experience and authority.
- To risk assess and ensure incidents and near misses are reported

Responsibility for Patient Care

- Assist the Ward Manager/ Team Leader in the assessment of care needs and the development implementation and evaluation of care without direct supervision.
- Ensure nursing related documentation is appropriate, accountable, and defensible as per Trust Policy.
- Ensure that the nursing input within the ward contributes to care quality indicators.
- Support the Ward Manager to foster a culture which encourages staff to challenge and report sub-standard practice.
- Promote the use of risk assessments and health and safety management, utilising the Trust's incident reporting system to improve the quality of patient care.
- Assist the Ward Manager/Nurse in Charge to encourage and promote an evidence-based culture in staff using procedures and protocols of care within an inter-disciplinary approach.
- Contribute to and support clinical effectiveness and innovative practice within the provision of care.
- Work with the Ward Manager / Team Leader to ensure that Safeguarding policies for Children and Adults at risk are adhered to by staff.
- Assist the Ward Manager/ Nurse in Charge in supporting and contributing to agreed developments within the Division.

Planning and organising

- Develop clinical/nonclinical skills which will enhance patient care delivery by maximising opportunities via the Trusts Staff Development Programme.
- With the Ward Manager / Team Leader ensure that the weekly staff rota maximise the safety and efficiency of available resources.
- Ensure timely discharge planning by working and liaising with the Multi-Disciplinary Team and Social Services.
- Organise and plan own day to day workload or activities to meet the demands of the job role.

Responsibilities for Physical and / or Financial Resources

- In the absence of the Ward Manager / Team Leader oversee the rostering of staff to ensure good skill mix and use of resources.
- Support the Ward Manager / Team Leader to actively contribute to Trust initiatives which contribute to the efficient management of ward/department resources.
- Ensure responsible use of and security of assets within the department including own use and correct use by others e.g., IT equipment.
- Ensure safe and efficient use of equipment, resources, and consumables at all times.

Responsibility for Policy and Service Development and Implementation

- Assist the Ward Manager/ Team Leader to ensure Trust policies/ standards and procedures are adhered to.
- Assist the Ward Manager / Team Leader in ensuring clinical/ward indicators and patient feedback is acknowledged and actions taken and monitored to address any short falls identified. Ensure positive feedback is reported back to staff.
- Assist in the monitoring of standards of environmental cleanliness and challenge when not achieved or maintained.
- To be aware of, comment on and /or actively participate in changes on policies, procedures, or service developments.
- To embrace and support line management and the department in making service improvements effective within the workplace.

Responsibilities for Human Resources and Leadership

- To assist in the completion of staff appraisals.
- Support the Ward Manager/ Team Leader in the recruitment and selection of staff, to ensure they have the competency, attitude and skills to match the requirements of the post.
- Support the Ward Manager/ Team leader with the implementation of human resource policies.
- Support new or less experienced work colleagues to adapt to the workplace.

Responsibilities for Teaching and Training

- Assist in the induction of new ward staff.
- Participate in training and development activities that are relevant to the job role.
- Ensure that the ward/department environment is conducive to the education and learning of all staff and students.
- Undertake the role of mentor/ preceptor/ supervisor to other members of the ward team.
- Assist members of the team identify their own training and development needs and support them in achieving individual goals.

- Deliver health education to patients and their families in accordance with their needs.
- Take responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with revalidation requirements and mandatory and role specific requirements.

Responsibilities for data and information resources

- Assist in the development and maintenance of staff rotas.
- Assist in the Ward Manager / Team Leader in monitoring the performance of the ward/department and produce reports as required.
- Ensure the effective use of I.T. initiatives within the ward/department.

Research, Development and Audit

- Work with the Ward Manager / team Leader to maintain and evaluate outcomes of service/care provided from their area and take appropriate action.
- Implement research-based ideas to ensure care development.

Physical Skills and Effort

- To safely use clinical equipment to carry out the job role.
- Use of physical effort to carry out the demands of the job role (e.g., pushing and pulling trolleys/ support to manoeuvre patients).
- To undertake the necessary training to ensure safe use of medical devices and equipment.

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's".

Safeguarding

All Stockport Foundation Trust employees are required to always act in such a way that safeguards and promotes the health and well-being of children, young people, and adults at risk. Familiarisation with and adherence to the policies and procedures relating to the safeguarding of children, young people and adults at risk must be adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding policies and procedures and who to contact within the Trust for further specialist help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees' roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long-term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), always ensuring the security and confidentiality of data.
The post holder must not for their own benefit or gain, or to divulge to any persons, firm, or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment, and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work.

Harassment & Bullying

As a member of staff, you have a personal responsibility to ensure you do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement, and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation, and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust, you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder.

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes, and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: Junior Sister/Charge nurse

Band: 6

Requirements	Assessment Method – Application Form (AF) / Test (T) / Interview (I) / References (R)				
	Essential (E) / Desirable (D)	**AF**	**T**	**I**	**R**
Education & Qualifications					
R.N. ADULT	**E**	✓			
Current NMC registration	**E**	✓			
Professional or clinical qualification relevant to the speciality or evidence of working towards	**E**	✓			
Evidence of study at degree level	**D**	✓			
Supporting learners in practice course	**D**	✓			
Manchester Triage System qualification	**E**	✓			
ALS	**D**	✓			
RCN Level 1 Competencies	**D**	✓			
Knowledge					
An understanding of the need of confidentiality awareness at all times.	**E**	✓	✓		
Updated research and evidence-based practice.	**E**	✓	✓		
Knowledge of Health & Safety issues	**E**	✓	✓		
Data Protection	**E**	✓	✓		

Awareness of legislation relevant to the post	E	✓	✓		
Evidence of further learning	D	✓	✓		
Experience					
Experience of working in adult care	E	✓		✓	✓
Evidence of continual professional development	E	✓		✓	✓
Evidence of ability to effectively co-ordinate a team	E	✓		✓	✓
Ability to work autonomously & as part of a team.	E	✓		✓	✓
Safeguarding level 3 training	E	✓		✓	✓
Able to demonstrate awareness of or evidence of clinical governance.	D	✓		✓	✓
Coaching skills	D	✓		✓	✓
Undertaken or willing to undertake the Trust 'Work together to get results' programme.	D	✓		✓	✓
Investigation training	D	✓		✓	✓
Working in the Emergency Department	E				
Triage experience	E				
Skills & Abilities					
Demonstrate ability to assess, plan, implement and evaluate care.	E	✓		✓	
Organisational abilities	E	✓		✓	
Appropriate IT skills	E	✓		✓	
Awareness of implementing change and willingness to learn new skills.	D	✓		✓	
Plastering and suturing	E				

Work Related Circumstances Able to fulfil the health requirements of the post as identified in the Job Description, taking into account any reasonable adjustments recommended by Occupational Health. Must be eligible to work in the UK.	**E** **E**				