

## **JOB DESCRIPTION**

**POST: Burns and Plastics Outpatients Sister**

**DEPARTMENT: BURNS AND PLASTICS**

**BAND: 6**

**HOURS PER WEEK: 22.5 hrs**

**REPORTS TO: Band 7 Department Nurse Manager**

**RESPONSIBLE FOR: N/A**

**WORK BASE: WYTHENSHAW, WITHINGTON AND OXFORD ROAD CAMPUS**

### **JOB PURPOSE**

The post holder will be expected to work with the Department Manager and existing Plastics Dressing Clinic team to provide detailed knowledge and quality care to patients who have had Plastic Surgery and those that have undergone major trauma/reconstructive surgery.

### **KEY DUTIES AND RESPONSIBILITIES**

#### **CLINICAL**

- Be responsible for the delivery of clinical expertise in all aspects of the clinical setting clinical setting, acting as a visible practitioner in the Ward/Department
- Collaborate with other health care professionals in the delivery of high standards of effective health care within best practice guidelines.
- Provide a high degree of professional autonomy, demonstrating the ability to make clinical decisions.
- Act as a resource of specialised knowledge and clinical expertise to ensure care delivered to the patients is appropriate and optimum enabling early recognition of condition changes and ensuring appropriate corrective action is instituted.
- Demonstrate awareness of legislation regarding adult's e.g. vulnerable adults, mental health issues and act appropriately when required.
- Practice in accordance with the NMC Code of Professional Conduct in order that a safe and quality service is provided.
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising both Clinical Benchmarking and improving quality processes to achieve this.
- Promote the interface between hospital and community to provide a seamless service for the client group.
- Promote and collaborate in developing good working relationships with departments to ensure the patient journey is effective and efficient.
- Encourage and promote an evidence based culture through pathways and protocols of care within an interdisciplinary approach. Repetitive

- Ensure that patient documentation is accurate and defensible disseminating all relevant changes in the patient's condition to the MDT.
- Participate in the implementation and delivery of the standards set within the Trust Nursing & midwifery Strategy.
- Contribute to clinical governance processes including adverse incident reporting/investigating and the management of complaints, as appropriate.
- To promote health education in the patients attending the ward/department.
- Undertake, perform and assess enhanced skills within the clinical area, to improve the patient experience and journey (i.e. venepuncture, cannulation, etc)
- Ensure competence in the correct use of all equipment used in the clinical setting in accordance with instructions and department procedures, reporting any faults as necessary.

#### **MANAGERIAL**

- Be a source of support to the Department Manager and support the development of junior staff.
- Support the ward manager in delivering the core values and beliefs of the ward and trust.
- Demonstrate continuous evaluation of practice and make changes where appropriate.
- Act as a role model for excellent advanced communication skills and expertise
- Demonstrate affective leadership at all times
- Demonstrate and plan efficient and effective use of resources against the agreed budgets.
- Support ward manager in the optimal clinical and cost-effective use of temporary staff
- Act as a change agent and recognise service needs taking a active role in the development of the service
- Regularly review own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice and identifies where other activities affect own practice.
- Participate in the development, implementation and on-going assessment of policies and procedures directly related to all aspects of patient/childcare, ensuring that they comply with accepted Trust documentation.
- Undertake staff appraisals as requested by Ward Manager.
- Attend, contribute and as required lead ward/clinical team meetings.
- Support the Department Manager with Absence Manager, Health Roster, Departmental Risk assessments, Health Roster, Clinic Organisation, Sickness and Absence, audits, Recruitment and appraisals

## **CLINICAL GOVERNANCE**

- Enhance own performance through continuously developing own knowledge, skills and behaviours to meet the current and future requirements of the job and respond to the learning needs of the Trust.
  - To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
  - To contribute positively to the effectiveness and efficiency of the teams in which he/she works.
  - To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work/audits
  - To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity
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- In accordance with Trust policies and procedures, ensure that own personal practices in infection prevention and control meet the requirements of the hygiene code and health & safety at work.
  - Within area of responsibility, ensure the effective maintenance of infection prevention and control standards of all staff and the decontamination and cleaning of departments and reusable equipment.

This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

## **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

## **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

## **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

## **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

## **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

## **ORGANISATIONAL CHART**



**Manchester University**  
NHS Foundation Trust