

## JOB DESCRIPTION

**Job Title:** Sister/Charge Nurse

**Band:** 6

**CRB Disclosure:** This post is subject to an Enhanced DBS Check

**Reports to:** Ward Manager (Band 7)

**Accountable to:** Matron

**Job Purpose:** (See general requirements section & also insert requirements relevant to the post within your clinical area here)

### *JOB ROLE*

#### A. MANAGING ACTIVITIES

##### A1. Manage activities to meet requirements

- 2.1 Ensure all policies are implemented and information disseminated to the clinical team
- 2.2 Maintain a healthy, safe and productive work environment for all Trust staff, patients and visitors
- 2.3 Ensure all clinical staff attend annual mandatory updates and maintain records of attendance

##### A2. *Manage activities to meet patients' requirements*

- 2.1 Assess and agree patients' requirements
- 2.2 Plan activities to meet patients' requirements
- 2.4 Ensure the 'Essence of Care' benchmarks are addressed in meeting patients' requirements.

- 2.5 The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

*A3. Contribute to improvements at work*

- 3.1 Initiate new ideas and different ways of working to enable improvement in patient care
- 3.2 Recommend improvements to organisational plans

*A5. Manage change in organisational activities*

- 5.1 Highlight areas for improvement and work closely with the Clinical Nurse Leader/Matron to implement change
- 5.2 Plan the implementation of change in activities involving all relevant parties
- 5.3 Agree the introduction of change
- 5.4 Implement changes accordingly

**B. RESOURCES**

*B1. Support the efficient use of resources*

- 1.1 Make recommendations for the use of resources
- 1.2 Contribute to the control of resources

*B2. Manage the use of physical resources*

- 2.1 Ensure appropriate nursing staff are taught and instructed in the correct use of equipment
- 2.2 Monitor the use of physical resources

*B3. Manage financial Resources*

- 3.1 Control expenditure against budgets in consultation with the ward/unit manager

**C. PEOPLE**

*C2. Develop and maintain good communication skills e.g. importing complex information acknowledging barriers to understanding*

*C3. Maintain clinical skills i.e. catheterisation, IV drug administration; Venepuncture and cannulation*

**C5. *Develop productive working relationships***

- 5.1 Continue to develop relationships with the established Higher Educational providers, ensuring strong educational links
- 5.2 Provide support to your Clinical Manager/Matron at all times
- 5.3 Minimise interpersonal conflict

**C6. Management and development of self**

- 6.1 Maintain a professional attitude to the role of Practice Development Sister/Charge Nurse at all times, adhering to the NMC code of Professional Conduct
- 6.2 Attend annual appraisal with Clinical Leader/Matron to agree objectives for the coming year
- 6.3 Development of self by attending relevant study days/development courses as necessary
- 6.4 Gain opportunities of developing both professionally and personally within the role, ensuring support from the Clinical Nurse Leader/Matron
- 6.5 Involve oneself in more strategic developments in relation to developing practice

**C8. *Select personnel for activities***

- 8.1 Identify clinical staff who require Trust updates
- 8.2 Identify individual training needs within the clinical team

**C10. *Develop teams and individuals to enhance performance***

- 10.1 Ensure preceptorship/mentorship exists for qualified, unqualified and student nurses
- 10.2 Contribute to the educational and skill enhancement of individual team members
- 10.3 Assist in the clinical training and development of team members
- 10.4 Provide ongoing support to team members regarding individual learning and development needs
- 10.5 Assess the development of individuals, ensuring practitioners are competent
- 10.6 Provide clinical advice, supervision and support to team members
- 10.7 Provide feedback to individuals on their performance and development
- 10.8 Promote a multi professional team approach to patient care

**C13. *Manage the performance of teams and individuals***

- 13.1 Allocate work to individuals appropriately and monitor progress
- 13.2 Agree objectives and work plans with teams and individuals
- 13.3 Assess the performance of individuals and disseminate this information to the Clinical Leader/Matron. Amend objectives and work plans

**C14. *Delegate work to others***

- 14.1 Delegate responsibility and authority to others as part of individual's development
- 14.2 Agree objectives for delegated work
- 14.3 Provide clinical advice and support to the individual ensuring they are aware of their limitations

**C15. *Respond and deal with individuals poor performance***

- 15.1 Assist individual team members who have problems affecting their performance
- 15.2 Highlighted any issues/problems to the Clinical Nurse Leader/Matron to ensure appropriate action is carried out

**D. INFORMATION**

**D1. *Manage information for action***

- 1.1 Gather clinical and educational information and disseminate to the ward/unit team
- 1.2 Ensure effective communication is carried out at all times

**D2. *Facilitate meetings***

- 2.1 Attend and participate in ward/unit meetings
- 2.2 Make contributions to meetings
- 2.3 Attend the Practice Development Committee meetings on a monthly basis, ensuring information is disseminated to the ward area

**D4. *Provide information to support decision making***

- 4.1 Ensure all documentation is completed legibly and is signed and dated
- 4.2 Record and store information ensuring the Trust's policy on record keeping is adhered to
- 4.3 Analyse information to support decision making
- 4.4 Advise and inform others

**D6. *Use information to take critical decisions***

- 6.1 Obtain the information needed to take critical decisions
- 6.2 Analyse information for decision making
- 6.3 Take critical decisions
- 6.4 Advise and inform others

**F. QUALITY**

**F5. Provide advice and support for the development and implementation of quality systems**

- 5.1 Provide advice and support for the assessment of processes and working environments
- 5.2 Provide advice and support for the development of plans to improve quality care
- 5.3 Provide advice and support for the collection, analysis and documentation of information

**F7. *Carry out quality audits***

- 7.1 Participate in ward/unit audit to improve quality of care

- 7.2 Assist in the co-ordination and data collection of clinical audits and pilot studies

## *GENERAL REQUIREMENTS*

### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and patients is always put first
- b) That in all issues, the patient/patients requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives.

#### **Professional**

- To act as clinical and educational role model.
- To ensure that nursing practice is evidence based and that policies, guidelines and procedures are implemented and adhered to.
- To identify and co-ordinate the training needs of qualified and unqualified nursing staff, in doing so, develop nursing practice and assist in maintaining and improving quality of care.
- To ensure student nurse objectives are achieved during their clinical placements
- At least 50% of working time should be spent working in direct patient care
- To exercise accountability for one's own practice.
- To adhere to and practice within the Nursing and Midwifery Council's Code of Professional Conduct. Ensure continuity and improvements are implemented and maintained.

### **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

### **3. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

#### **4. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

#### **5. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend an annual fire lecture and all other mandatory training as required. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

#### **6. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

#### **7. Physical Effort**

- Frequent requirement to exert moderate physical effort for several short periods during a shift when moving and transferring patients using hoists and other lifting aids.
- Regular pressure area care of patients which requires moving and handling patients.
- Required to move patients on trolleys and in wheelchairs

#### **8. Mental Effort**

- Required to concentrate when carrying out care. Work is generally predictable but occasional requirement to deal with unpredictable emergency situations.

**9. Working Conditions**

- Frequent exposure to highly unpleasant conditions with blood and body fluids.

**10. Emotional Effort**

(To be added as supplementary information as varies according to work area.  
e.g. A&E, Palliative Care, O.P.D, general ward areas)

**11. Customer Service**

- a) Work collaboratively with others to improve customer service
- b) Work with others to develop and follow plans for improving customer care
- c) Monitor own performance against plans to improve customer service
- d) Monitor joint performance against plans to improve customer service
- e) Ensure that all measures are enforced regarding the prevention and control of infection within their areas

**12. Safeguarding**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Vigorous recruitment checks are carried out on successful applicants who will be required to undertake an Enhanced DBS Check.