

JOB DESCRIPTION

Job Details:

Job Title:	Deputy Sister/Charge Nurse
Band:	Band 6
Location:	NNUH
Department:	Cley Gynae
Professionally Accountable to:	Ward / Department Sister / Charge Nurse / Senior Nurse
Managerially Accountable to:	Service Manager / Operational Manager / Assistant Director of Nursing

Job Purpose:

To be responsible for promoting and implementing practice conducive to the development of high-quality patient care, by providing professional, clinical and managerial leadership. To take charge of the Ward/Department in the absence of the Ward/Departmental Sister/Charge Nurse and provide support and guidance to all staff.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

Clinical

1. Ensure practice is in accordance with the NMC Code of Professional Conduct and work within limits of competence.
2. Assist the Ward/Department manager in maintaining standards of nursing practice.
3. Carry out and advise/supervise junior staff in the assessment, planning, delivery and evaluating of nursing care.
4. Carry out the daily personal care of patients.
5. To take charge of the clinical area in the absence of the Ward/Department Sister/ Charge Nurse.

6. To ensure the patient administration systems e.g. PAS are up-dated to ensure real time data collection and confidentiality.
7. To ensure the effective use of information technology for the benefit of patient care in accordance with the Trust's Cyber Code of Conduct.
8. To ensure the confidentiality of information (written, verbal, electronic) is maintained, whilst being aware of the Freedom for Information Act.
9. To co-ordinate and monitor the progress of patients within their plan of care and to promptly and effectively communicate relevant changes in patient status to the multi-disciplinary team.
10. Effectively communicate complex, sensitive or contentious information to the multi-disciplinary team gaining their co-operation.
11. Communicate effectively with patients, relatives, carers, significant others, the multi-disciplinary team and support services.
12. Communicate with patients, clients and relatives on emotional and sensitive issues and support other members of the ward/department in this.
13. To ensure the safe custody, supply and administration of drugs and therapeutic substances in accordance with Trust policy.
14. To plan, develop and implement approaches to promote health and well being.
15. To ensure that clinical records and documentation are maintained accurately.
16. To minimise hazards in the working area and report any identifiable hazards to the line manager. To adhere to all safe systems of work applicable to the work area.
17. To ensure that Trust policies and procedures are adhered to by all staff.
18. To be competent in taking the lead role during emergency situations and providing support to other members of the team.
19. To demonstrate advanced clinical skills and theoretical knowledge including enhanced practice.
20. To act as a role model and demonstrate expertise within their sphere of practice.
21. Assist in the facilitation of a system of clinical supervision.
22. Ensure the safekeeping of patients' property and valuables and advise/ supervise other staff in this.

Management and Leadership

1. To ensure that all staff adhere to Trust policies and the principles of their professional body.
2. To manage complaints in accordance with the Trust's Complaints Procedure.
3. To assist in the development of patient information liaising with PALS as necessary.
4. Use leadership skills to create an environment that is safe and supportive to ensure effective teamwork and a motivated, efficient workforce.
5. Gain awareness of resource management and departmental budgets utilising allocated resources appropriately.
6. Conduct staff appraisal using constructive performance review and establish Personal Development Plans
7. Assist the Ward/department Sister/Charge Nurse to monitor staff sickness and absence, staff turnover and the usage of Bank and Agency staff. Also to assist in recruitment to the area and disciplinary issues.
8. To assist the Ward/Department Sister/Charge Nurse in ensuring all staff attend mandatory training and up-dates as required.
9. Actively assist with the identification of performance issues and initiate action, as required, in conjunction with the Ward Sister / Charge Nurse.
10. Act as an ambassador for the Trust in professional and public settings.
11. To ensure clinical incidents and near misses are accurately reported and acted upon in a timely manner and action is taken to minimise risks.
12. To be responsible for bed management whilst on duty.
13. In the absence of the Ward/Department Sister/Charge Nurse, ensure the clinical environment is adequately staffed with an appropriate skill mix and take all possible action to minimise risks when optimum staffing levels are compromised.
14. To monitor the clinical activities of the nursing team and support workers in the absence of the Ward/Department Sister / Charge Nurse.
15. To attend and participate in meetings as required, deputising for the Ward/Department Sister/Charge Nurse in their absence.
16. Participate in the recruitment and selection of nursing staff.
17. To ensure effective communication with all staff, irrespective of working pattern, and encourage staff involvement in decision making and changes affecting them.

18. To plan and manage the off duty rota, taking into account the appropriate skill mix required for the clinical area.

Service Development

1. In conjunction with the Ward/Department Sister/Charge Nurse contribute to the evaluation of care delivery and implement improvements in patient care.
2. To actively involve staff in the innovation of service delivery
3. To contribute to the development and implementation of local policies.
4. In conjunction with the Ward/Department Sister/Charge Nurse manage change within the clinical area providing support and guidance to other members of staff.
5. Contribute to the development of nursing practice based on published research and audit data
6. Assist the Ward/Department Sister/Charge Nurse in developing a department/ward philosophy of care and contribute to the continuous development of the clinical area.

Research & Audit

1. To actively participate in multi-disciplinary audit activity within the clinical area.
2. To communicate research developments to all colleagues ensuring the findings are incorporated into clinical practice where appropriate.
3. To assist in the implementation of benchmarking activity in the clinical area.

Educational Responsibilities

1. To assist the Ward/Department Sister/Charge Nurse in arranging induction programmes for new staff.
2. To be able to transfer knowledge, understanding and expertise to other staff.
3. To promote and maintain an effective learning environment for staff and students.
4. Teach and assess registered and non registered staff

Professional Development

1. Maintain Continuous Professional Development in line with Trust Policy and professional bodies.
2. Ensure own practice is up to date and evidence based. Demonstrate knowledge of current, relevant research and professional issues.

3. To undertake further post registration training and courses of study relevant to the clinical area.
4. Develop managerial skills within sphere of responsibility.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	Yes	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	Yes	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	Yes	Chemical sensitisers	Yes
VDU user	Yes	Noise	Yes
Driving patients	No	Other (please state)	

Job Specification:

	Essential/ Desirable	Means of Assessment Application Form/Interview/ Test/Ref
Qualifications/training and professional development		
Registered Nurse on the appropriate part of the NMC register	E	A
Post registration qualification relevant to the clinical area	E	A/I
Have or be working towards a health-related degree	D	A
A1 Vocational Assessor's Qualification or equivalent e.g. D32 / D33	D	A
Evidence of continuing professional development and maintenance of a personal professional file	E	A/I
Willingness to further develop knowledge and skills	E	A/I
Willingness to develop IT and computer skills as appropriate to the role	E	A/I
Experience		
Significant experience at Band 5 level, of which some is to be in a position relevant to the specialty	E	A/I

Experience of managing and leading a clinical area	E	A/I/R
Knowledge of current developments in health care	E	I
Experience in change management	E	A/I
Experience of participating in clinical audit or patient reviews	E	A/I
Skills, abilities and knowledge		
Excellent communication and interpersonal skills	E	I/R
Ability to perform staff appraisals	E	A/I/R
Competency in advanced clinical skills including enhanced practice	E	A/I/R
Organisational and time management skills	E	A/I
Able to critique research	D	I/R
Evidence of participation in clinical audit/patient review	D	I
Attitude, aptitude		
Highly motivated	E	I/R
Leadership qualities	E	I/R
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	A/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	A/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.