

Job Description

JOB TITLE:	Registered Nurse (Deputy Ward Sister/Charge Nurse)
DIRECTORATE(s):	<i>Enter</i>
GRADE:	Band 6
REPORTS TO:	Sister/Charge Nurse
ACCOUNTABLE TO:	Matron

The post holder will be based at: *Enter*

VALUES AND BEHAVIOURS

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
Caring and helpful <ul style="list-style-type: none"> · Polite, respect individuals, thoughtful, welcoming · Helpful, kind, supportive, don't wait to be asked · Listening, informing, communicating 	Accountable and reliable <ul style="list-style-type: none"> · Reliable and happy to be measured · Appreciative of the contribution of others · Effective and supportive team-working
Safe and vigilant <ul style="list-style-type: none"> · Clean hands and hospital so patients <i>are</i> safe · Professional, ensure patients <i>feel</i> safe · Honest, will speak up if needed to <i>stay</i> safe 	Best use of time & resources <ul style="list-style-type: none"> · Simplify processes, to find more time to care · Eliminate waste, investing for patients · Making best use of every pound we spend
Clinically excellent <ul style="list-style-type: none"> · Best outcomes through evidence-led clinical care · Compassionate, gentle, see whole person · Value patients' time to minimise waiting 	Innovation for patients <ul style="list-style-type: none"> · Empowerment to act on patient feedback · Improvement led by research and evidence · Teaching the next generation

JOB SUMMARY

The post holder will act as Deputy to the Ward Sister/Charge Nurse He/she will be required to:

- Act as the deputy to the ward sister/charge nurse regularly taking charge of the ward and ensuring that the standards and quality of care given to patients, together with the environment in which care is delivered, are maintained at a high standard.
- Be an effective leader and role model and will be expected to provide regular direct clinical care and use experience to support the implementation of both clinical and non-clinical governance.
- Work flexibly as a member of the ward team and in support of the Ward Sister/Charge Nurse to ensure standards are being maintained, evaluated, and where necessary improved.
- Utilises and integrates evidence into practice.

The post holder is required to be registered with the Nursing and Midwifery Council.

KEY JOB RESPONSIBILITIES

1. Clinical

- 1.1 HWB2 HWB5 Ensure high quality, evidence-based care is offered to patients and, in collaboration with the Ward Sister/Charge Nurse, identify the common issues which affect the quality of care, devising clear action plans to address any shortcomings ensuring agreed action is undertaken.
- 1.2 Core4 In collaboration with the Ward Sister/Charge Nurse, ensure that the patient has a satisfactory experience by evaluating patient processes and redesigning the pathway of care.
- 1.3 IK2 Improve and maintain standards of essential (basic) nursing care by working with the Ward Sister/Charge Nurse and using tools such as clinical benchmarking.
- 1.4 IK2 Support the Ward Sister/Charge Nurse in ensuring clinical audit takes place in line with the Trust's requirements to improve practice.
- 1.5 Core5 During regular clinical sessions, act as a role model and teacher, working alongside other staff including visiting all patients in the ward in the absence of the Ward Sister.
- 1.6 Core3 Work with the Ward Sister/Charge Nurse to identify hazards relating to clinical and non-clinical risks and undertake identified risk assessments. Ensure that junior staff also see this as important by maintaining a culture which will support the delivery of both clinical and non-clinical governance within the ward or department.
- 1.7 Core3 Along with the Ward Sister/Charge Nurse, support the ward or department team in completing appropriate risk assessments and develop action plans accordingly in order to provide a safe environment for the delivery of high quality patient care.
- 1.8 Ensure that all nursing documentation is regularly and appropriately reviewed and updated with changes implemented.

Directorate Specific Clinical responsibilities to be added here

- 1.9 *Add any specific criteria relating to the clinical area*

2. Education

Support of the Ward Sister/ Charge Nurse in:

- 2.1 IK2 Undertaking a Training Needs Analysis within the defined clinical area, linked to the performance management process and collate the results on an annual basis to inform the training plan for the area.
- 2.2 Core2 Involvement in a programme for performance management that ensures all staff within the clinical area assessed annually which includes ensuring that all staff have a Personal Development Plan.
- 2.3 Core2 Identifying opportunities for staff to access appropriate education and training programmes, and other learning opportunities such as shadowing, mentoring and action learning, ensuring equity and fairness of access.
- 2.4 Core2 Ensuring all staff in the defined clinical area are competent in the use of equipment and have access to appropriate training.
- 2.5 Core2 Acquiring and maintaining an appropriate repertoire of management skills, engaging on continuing professional development appropriate to the field of practice and continue to develop competency in line with agreed personal development plans, including leadership skills and enable the empowerment of other members of ward teams.
- 2.6 Core2 Delivering suitable induction and preceptorship programmes for staff.
- 2.7 Core2 Encouraging a culture of learning where students receive quality clinical placements supported by mentorship, teaching and support from registered nurses and act as a mentor/sign off mentor.
- 2.8 Core2 Ensuring that all staff within the ward or department undertake the required mandatory training including back care and handling, cardiopulmonary resuscitation and fire.
- 2.9 Core2 Ensuring clinical supervision within the clinical area is actively supported and staff encouraged to avail themselves of it.
- 2.10 Core 2 Being a major contributor in maintaining an environment conducive to learning and development.
- 2.11 Undertakes, and can assess those undertaking, any 'Working in New Ways Packages', which have been identified by the Ward Sister/Charge Nurse as integral to the role requirements and specialty area.. Under normal circumstances these must be completed in accordance with the 'Working in New Way's Policy and Guidelines.

3. Knowledge and Communication

Support of the Ward Sister/Charge Nurse in:

- 3.1 Core5 Ensuring that best practice undertaken is shared with colleagues in the directorate, division and the Trust.
- 3.2 HWB5 Developing a culture that ensures the contribution to research and the use of evidence to support innovation and practice at ward/department level.
- 3.3 HWB5 Helping staff to use clinical information within the ward or department to help improve the quality of patient care.
- 3.4 Core 4 Encouraging staff to be involved in service changes and developments using

processes defined within the directorate/division.

- 3.5 Core 1 Participating in a communication strategy which enables effective, two-way communication between the clinical area, the directorate and the division.
- 3.6 Core 1 Being able to demonstrate clear lines of communication within a defined clinical area which result in clear responsibilities being identified within the multi-professional team.
- 3.7 Core 5 Creating a culture where staff have appropriate authority over issues that contribute to the provision of essential care and enable them to secure and achieve the highest quality standards.
- 3.8 Being a visible point of contact for patients, visitors, relatives and staff acting as a resource for problems and needs and able to clearly present the patient's view to others.
- 3.9 Participating in the development of patient care policies, procedures and guidelines.
- 3.10 Assisting in the establishment, motivation and development of the clinical team with a clear focus and direction.
- 3.11 Ensuring that the clinical team is kept informed of the policies, direction and strategy of the directorate and division.
- 3.12 Providing an authoritative and credible source of knowledge and specialist clinical advice and support to the team.
- 3.13 Taking an active role in self-development and identifying one's own needs, taking appropriate steps to meeting those needs.
- 3.14 Cooperate with and participate in research in order to improve patient care.
- 3.15 Lead and direct the implementation of relevant research-based practice.

4. Use of Resources

- 4.1 G6 Support the Ward Sister/Charge Nurse in ensuring the development and on-going management of work rosters that provide appropriate safe staff cover.
- 4.2 G6 Participate in the recruitment and selection process for staff in collaboration
Core 6 with the Ward Sister/Charge Nurse as appropriate.
- 4.3 Core5 Support of the Ward Sister/Charge Nurse in the management of ward or department budget, to ensure effective use of resources and a balanced budget at the end of each year.
- 4.4 Core5 Encourage ward/department staff to be involved in the management of resources, by effective use of clinical and non-clinical supplies and understanding of financial issues.
- 4.5 Core4 Contribute to the work of time limited committees and project groups.
- 4.6 Ensure that, where applicable, information is maintained and kept in an appropriate place and that accurate records are maintained and stored in accordance with Trust and national policy.
- 4.7 Be a major instrument of change within the clinical area in response to clinical incidents and/or demands.
- 1.8 Participate in acting-up rota as required, holding the directorate/floor bleep as necessary.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

Health and Safety

- To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions
- To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters
- To immediately report to their manager any shortcomings in health and safety procedures and practice
- To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.
- To use protective clothing and equipment where provided

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff has an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved

- **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder must be able to:

- work within unpleasant clinical working conditions (for example exposure to body fluids)
- concentrate in an intense and sometimes noisy environment
- cope with potentially violent and threatening situations
- fulfil Trust health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances

ACCESS TO PATIENTS

In undertaking the duties outlined above the post holder will have access to patients. This means that the post is exempt from the Rehabilitation of Offenders Act 1974 and all post holders must disclose any criminal conviction including those considered as spent under the Act. Post holders appointed to this will be required to consent to a check through the Criminal Records Bureau.

REGISTERED HEALTH PROFESSIONALS

All persons appointed to the post are required to hold registration with their appropriate professional Regulatory Body and to comply with their professional code of conduct. Evidence of on-going registration will be required.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

The Nottingham NHS Treatment Centre

The new Nottingham NHS Treatment Centre opened on the QMC campus in late July 2008. The Nottingham NHS Treatment Centre is run and managed by Nations Healthcare - an Independent Sector Provider. A range of outpatient, day case and diagnostic services are provided, at the Treatment Centre, for our patients. As a result of this, the work that you do may be affected in one of several ways:

1. Your work may not be affected at all.
2. You may be required to undertake work on behalf of the Treatment Centre.
3. You may be required to undertake some of your existing work in the Treatment Centre.
4. You may be seconded to work in the Treatment Centre; staff seconded to work in the Treatment Centre will remain an employee of Nottingham University Hospitals Trust throughout the period of their secondment.

Manager
Date