

JOB DESCRIPTION

Job Title:	Senior Sister/ Senior Charge Nurse
Base:	Neonatal Unit, Stoke Mandeville Hospital
Agenda for Change banding:	Band 7
Hours of Work:	37.5 hours (minimum of 30hrs considered)
Details of Special Conditions:	None
Managerial Accountability & Professional Accountability	Matron for Neonates

MAIN PURPOSE OF THE POST

- Maintaining communication networks at all appropriate clinical and managerial levels. Having responsibility for management of the unit and delivery of patient care.
- Responsibility for the line management of nursing and support staff.
- Promoting commitment to the Trust.
- Promoting continuous development in clinical practice and delivery of patient care, encouraging innovation and appropriate change in service delivery.
- Managing resources within agreed budget.
- Providing a suitable and stimulating learning environment for students and for the on-going professional development of registered staff.

RESPONSIBILITIES

Clinical

- Provide evidence based specialist nursing care to neonates.
- Ensure that care is assessed, planned, implemented and evaluated utilising a family centred approach.
- Ensure the development of nursing practice in line with changing clinical practice guidelines and ensure that approved policies are applied.
- Ensure effective communication with all disciplines and relatives.
- Communicate sensitive and distressing information to parents and families.

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- Assess and advise parents and relatives in crisis situations ensuring that their needs are met by the MDT.
- Co-ordinate nursing activity on the Unit and ensure the smooth operational running of the Unit.
- Be responsible for ensuring appropriate rotas for provision of a safe service.
- Ensure economical use of financial and human resources. Anticipate and identify staff shortages and re-allocate staff as appropriate.
- Safe administration of medications including intravenous in accordance with NMC Guidelines and Trust policies.
- Safely administer complex infusions, eg. CVP & arterial lines, UAC, UVC, TPN via long lines, as per Trust policies.
- Ensure safe and effective care for babies requiring advanced clinical skills eg. intensive care of very preterm and sick babies.
- Responsible for recognising and assessing emergencies in the Unit. Interpret information and take appropriate action and lead others to do so. Initiate and lead appropriate medical action in absence of experienced medical staff.
- Initiate and lead resuscitation on the Neonatal Unit and Delivery Suite in the absence of NLS trained medical staff. Update resuscitation skills annually and NLS qualification as required.
- Management of the Unit environment in accordance with Health and Safety policies. Participate in regular audits to review the clinical environment and make recommendations for development / improvement.
- Manage own workload autonomously. Facilitate regular meetings with staff in order to encourage exchange and implementation of new ideas.
- Ensure appropriate levels of supplies and ensure economical use of equipment and consumables.
- Liaise with medical staff, paramedical staff, voluntary organisations and relevant others to ensure a co-ordinated approach to the care of individual babies, both on the Unit and during discharge planning
- Ensure that all accidents and untoward incidents are reported and managed in accordance with Trust policy.
- Regularly attend and contribute to meetings with the Division as required, chairing meetings in the absence of the Senior Nurse as necessary.
- Act to ensure duty of care to babies, families & staff. Especially in relation to patient safety, use of equipment, storage of belongings & safety of colleagues.
- Ensure that all infection control policies are adhered to and precautions are taken to minimise the risk of infection.
- Ensure the safe disposal of sharps and body fluids.

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Leadership

- Provide leadership to the clinical team and working with Matron and Lead Nurses to, develop new roles/ways of working
- Deputise for the Matron in their absence
- Enable and support colleagues in developing effective communication skills, particularly in difficult situations.
- Responsible for the management of staff on the Unit. Participate in the selection, recruitment and retention of staff.
- Participate in clinical supervision as both supervisor and supervisee in accordance with NMC guidelines.
- Participate in annual appraisal and personal development planning.
- Carries out other duties, as necessary, which may be requested by senior staff.
- Act as Unit lead on designated areas of responsibility, taking the initiative, recommending and implementing changes within that area, eg. control of specialist ordering, bereavement, staff development and education planning, university liaison, off-duty/annual leave allocation, reporting and monitoring of staff absence, clinical governance, collation of Unit statistics, medical devices.
- Regularly participate in clinical audits and research on the Unit. Take the lead in projects and facilitate other staff to undertake projects with guidance as required.
- Ensure that Trust policies are adhered to, particularly Manual Handling, Child Protection, Infection Control, Health and Safety, COSHH and HR policies.

Education and Training

- Ensure that all staff have an annual appraisal and professional development plan.
- Ensure that staff have access to educational opportunities as well as mentoring opportunities to enable them to develop their practice.
- Ensure that all clinical and legal documents are completed accurately and legibly, and those handling them understand their responsibility for data protection.
- Facilitate in the orientation, development and identification of the training needs of students and newly qualified staff on the Unit.
- Be responsible for the on-going appraisals of staff, act as appraiser for specific staff as identified by the Head Nurse.
- Take personal responsibility for own professional development and keep up-to-date with professional development and research.
- Ensure that the admission, transfer and discharge of babies is conducted in accordance with Trust and local policies.

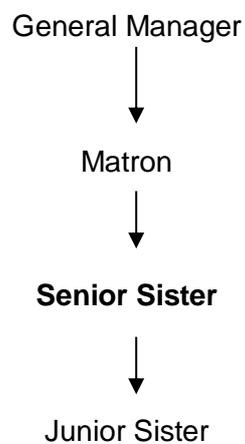
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- Ensures continued effective registration with the NMC. Abide by NMC Code of Professional Conduct and Guidelines for Professional Practice. Be accountable for own practice, and ensure competency to undertake duties as allocated. Ensure that a professional and updated Portfolio is maintained as per NMC guidance.
- Attend and participate in in-service training and attend all mandatory study days as required.
- Maintain an up to date record of course attendance.

ORGANISATION CHART



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ADDITIONAL INFORMATION

Trust Values

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Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

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The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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