

### 1. JOB DETAILS

<b>Job title:</b>	<b>Ward Sister/Charge Nurse</b>
<b>Accountable to:</b>	<b>Ward Manager</b>
<b>Agenda for Change Band:</b>	<b>Band 6</b>
<b>Fixed term post:</b>	<b>12months</b>
<b>Location:</b>	<b>Fountains Trauma &amp; Orthopaedics</b>

### 2. JOB SUMMARY

(A brief description of the main purpose of the post)

The post holder will:

- Have responsibility for maintaining the highest standards of care for patients in the ward.
- Provide professional, clinical and managerial leadership to nursing staff within the ward.
- Contribute to managing the nursing and material resources of the ward in a flexible and cost-effective way.
- Support the Ward Manager.

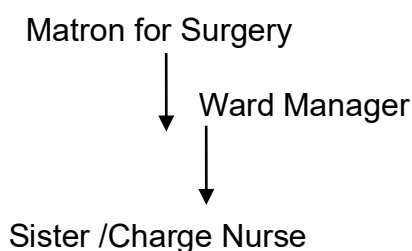
### 3. ROLE OF DEPARTMENT

(The function of the department in which the post holder works)

Fountains is a busy 28 bedded Trauma Orthopaedic Ward.

### 4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



### 5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

To work with patients and family/carers to provide specialist nursing knowledge and care, including patient empathy and reassurance.

To support patients in their decision making regarding any procedures or investigations.

To work in conjunction with all other staff within the department – Clinical, nursing and other members of the multidisciplinary team to ensure high standards of patient care.

To forge positive working relationships with other staff within the Trust.

## **6. DUTIES AND RESPONSIBILITIES OF THE POST**

Assessment of care needs.

. Development, implementation and evaluation of programmes of care.

Assists in setting standards of care.

Undertake, and supervise others in developing an expanded scope of Practice appropriate to the ward setting.

Contribute professional leadership and advice to the ward nursing team.

Deployment and supervision of staff (including Bank and Agency staff).

Contribute to managing the nursing and material resources of the ward within the pay and non-pay budgets.

Work within Trust policies, particularly in relation to: Fire Safety, Health and Safety, Security and Infection Control, Risk Management and Clinical Governance, COSHH.

### **CLINICAL**

Participates fully in individual programmes of care.

Monitors and reviews current practices of nursing care to ensure best practices within the essence of care framework.

Maintains an awareness of professional developments in nursing to facilitate the maintenance of appropriate standards of care.

Seeks out opportunities to develop clinically and acts as a good role model to junior staff

Analysing and making decisions in relation to patient risk and care in complex cases.

Administer medication as prescribed following code of professional conduct and Trust policy

Deals sensitively with the emotional consequences of illness and the needs of relatives, carers and staff

## **PERSONNEL**

Provide counselling and advice to staff as appropriate.

Participate in staff recruitment.

Support the effective management of sickness and absence. Promote a flexible way of working to actively promote retention of staff.

Ensure that professional standards are maintained in line with NMC requirements.

## **COMMUNICATION**

Maintains effective communications between senior nurse and other members of the team. Reporting changes in patients condition/circumstances to the nurse in charge and to medical staff

Receives and communicates sensitive information regarding patients, liaising with relatives and other members of the multi-professional team in a professional manner

Adheres to Trust Policy regarding confidentiality and the data protection act 1998.

Maintains accurate patient records following Trust policy.

Dealing with patients with sensory impairment in a sensitive and appropriate manner.

Reporting incidents, concerns or accidents to nursing staff in charge of the ward using the Clinical Risk Incident reporting systems as appropriate.

Attend meetings as required/requested and provide feedback to the ward team.

Communicates effectively with all members of the multi-professional team to ensure the best clinical outcomes for patients.

## **MANAGEMENT OF RESOURCES**

Personal duties of care when handling patients personal possessions and the procedure for safe keeping as per trust policy

Awareness of the effective use of resources and assist the ward manager in the Maintenance of stock control/stock levels.

Responsible for providing day to day co-ordination of staff/staff deployment. Signs agency time sheets

## **7. WORK SETTING AND REVIEW**

Work setting and review will be done with the Ward Manager. The post holder will be required to use their initiative in dealing with day-to-day clinical issues and those relating to the ward.

## **8. JOB DESCRIPTION AGREEMENT**

Post holder's signature .....

Date .....

Line Manager's signature .....

Date .....

## PERSON SPECIFICATION

POST TITLE: Ward Sister/Charge Nurse

Factor	Essential	Desirable
Qualifications	Registered Nurse ENB 998 OR equivalent to be either completed or due to be completed. NMC registered.	A Degree in Nursing or related field. Foundation Management / Leadership training. .
Experience	2 years working as Senior Staff Nurse Experience in acute surgical/orthopaedic nursing Supervisory experience.	Demonstrable level of competence Experience in Change management.
Knowledge	Current professional issues. Knowledge of Trust Policy and Procedures, Current approaches to nursing care delivery. Ability to organise and prioritise own workload and others.	Knowledge of current NHS issues. Clinical Governance Risk Management Understanding of role within the strategic objectives of the Trust
Skills and Aptitudes	Excellent verbal and written communication skills. Potential to lead and influence practice.	Teaching and assessing skills. Counselling skills. IT literate. Research/audit skills.
Personal Circumstances	Shift Patterns, Mature professional approach.  Flexible Disposition Enthusiastic Motivated	

<b>PERSON SPECIFICATION AGREEMENT</b>					
Post holder	.....				
Date	.....				
Line Manager	.....				
Date	.....				

Each of the above points should be considered in the light of minimum requirements listed in the job description.