

Job Description

Role Title:	Paediatric Band 6 Sister / Charge Nurse
Band:	6
Contract:	Permanent
Responsible to:	Modern Matron and Ward Manager
Accountable to:	Group Director of Nursing
Location:	UHCW

Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



Net Zero and Sustainability.

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

Job Summary

A ward-based shift/team leader, providing clinical leadership and management support, developing, and evaluating best practice within award area. The post-holder will be expected to deputise for the department manager as required.

Please note that to be eligible for this role you must work a minimum of 2 clinical shifts per week, this can include a night shift (11 hours) and a long day (12.5 hours) to total of at least 23.5 hours.

Main duties

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the


patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre requisite for this post.

- Accountable for own actions in accordance with the Code of Professional Conduct. Will contribute to corporate objectives, acting within local, Trust and statutory guidelines and policies always.
- Develop partnerships with children and their families to enable to deliver care.
- Be responsible for evaluating the care given verbally and written reports.
- To be proactive in sharing health promotion advice and education with the children, young people and families who access our services. and make every contact count.
- Effectively communicate information regarding clinical decisions, policy and care pathways to patients/carers and the multi-professional team
- Ensure that all medications are administered, recorded, and stored in accordance with the Paediatric Unit and UHCW NHS Trust Medicines management Policies.
- Designated shift Co-ordinator. Ensure appropriate support for junior team members. Management of workload on each shift, ensuring appropriate allocation of duties. Oversight for ensuring management, supervision, and support to staff to ensure coordination of clinical activities.
- Always act as a role model and promote professional accountability.
- Demonstrate technical and/or practical skills to ensure optimum patient management including complex patient monitoring and equipment management.
- Develop and educate staff when appropriate, participating in supervision, assessment and appraisal as required.
- Utilise and ensure others utilise IT systems to secure accurate and timely patient, workforce, and resource data available.
- Acts as an advocate and spokesperson for the patient and families to ensure safe and effective liaison with internal and external parties, referring to service lead as required.
- Ensure that all untoward incidents and accidents are reported, using appropriate documentation.
- Support patients, carers and others during difficult situations arising in the clinical area, e.g., imparting bad news or following an unexpected event.
- Promote and monitor adherence to Health and Safety and Trust policy designed to protect healthcare staff and service users from known hazards.
- Maintain a clean, safe environment ensuring adherence to Trust standards of cleanliness, hygiene and infection prevention and control always.

1.1



Managerial responsibilities:

- Responsibility for assisting Ward Managers with ensuring that resources are used in a cost - effective way, to the benefit of patients.
- Assist in the maintenance and control of stocks and stores on the ward.
- Assist in ensuring that regular maintenance and cleaning of equipment is in place.
- Assist and buddy with the operational Co-ordination of the Paediatric Unit including out of hours bed capacity management, safer staffing, and Paediatric Bleep holder responsibilities.
- Shift Co-Ordinator – oversight of all staff allocation and safety and quality care delivery to the children and families on the ward area
- A skilled practitioner and clinical leader providing support to the management team, participating in service/policy development.
- A knowledgeable team leader, supporting staff, service, and policy development within



a defined area/specialty. A resource for staff, advising on national, local and trust policy and procedures/guidelines, ensuring that clinical governance is embedded in practice. Supports nursing staff to develop management and leadership skills through appropriate delegation and supervision.

Teaching and Learning:

- Take a proactive role in ensuring personal and professional development, through regular appraisal and more informal methods.
 - Develop and maintain a professional portfolio in line with NMC Code of Professional Standards of practice and behaviours.
 - Set regular objectives for self-development, in line with ward / unit objectives, and ensure relevant training is undertaken to meet development requirements.
 - Undergo, when required, further training in relation to the Extended Role of the nurse and participate in the training of others according to competence in relevant topics.
 - Assist with the development of staff through UHCW NHS Trust appraisal process.
 - Following appropriate preparation, perform as an assessor to pre-registration nursing students.
 - The Post-holder will be an effective role model for registered and unregistered staff by providing a positive clinical learning environment.
 - Take an active part in teaching programs, both as teacher and learner, according to competence in relevant topics.
 - Following appropriate preparation, act as an assessor or mentor to pre-registration nursing students
 - Act as an effective role model for registered and unregistered staff in providing a positive
- 
- 

Person Specification

Job Title:

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of study at level 6 (Degree level) • Current UK NMC Professional Registration RSCN/RN Child • Current Demonstrable CPD • Assessor qualification or willingness to undertake. 	<ul style="list-style-type: none"> • Area specific skills dependent on Ward working on: • Ward 14 – Child and Adolescent Mental Health (CAMHS) Module completion • Ward 16 – Oncology Supportive Care and Chemotherapy training completion • Paediatric High Dependency (PHDU)– accredited PHDU course and current European Advanced Life Support course (EPALS)–
Experience	<ul style="list-style-type: none"> • Experience at Band 5 and successful completion of UHCW Band 5 to 6 Paediatric competences or evidence of required preceptorship and competences have been met externally. • Excellent clinical reasoning / clinical decision-making skills. • Evidence of leading shifts • 	<ul style="list-style-type: none"> • Experience of managing a team • Experience of conflict management
Knowledge	<ul style="list-style-type: none"> • A knowledgeable Registered Child Nurse RNC / RSCN with the ability to apply evidence-based practice. • A sound knowledge of professional policies and procedures • Knowledge of clinical governance & a commitment to clinical supervision and staff 	<ul style="list-style-type: none"> • A good understanding of current issues relating to the NHS.

	development <ul style="list-style-type: none"> • Knowledge on Safer Staffing 	
Skills	<ul style="list-style-type: none"> • IT skills including audit and data collection interpretation. • Strong Leadership skills • Patient focused. • Excellent communication skills • Good management of own and others time • Able to use initiative and make decisions. • Analyses problems and implements effective and appropriate solutions. • Highly developed communication skills • Knowledge of NMC code of professional standards of practice and behaviours • Competent in administering items medications / fluids 	<ul style="list-style-type: none"> • Understanding of Clinical Governance
Personal qualities	<ul style="list-style-type: none"> • Professional always • Motivated and able to motivate others. • Calm and objective • Team focused. • Approachable • Good interpersonal skills • Reliable, adaptable, and pro-active 	<ul style="list-style-type: none"> • Have a confident approach, and the ability to inspire confidence.

Commitment to Trust Values and Behaviours	<ul style="list-style-type: none"> • Must be able to demonstrate behaviours consistent with the Trust's values. <i>(As detailed in UHCW's Values in Action document below)</i> • Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience 	
--	---	--

Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

