

## Job Description

<b>Job Title</b>	Sister/Charge Nurse- SCBU
<b>Job Matching Reference:</b>	NP747
<b>Grade:</b>	Band 6
<b>Directorate:</b>	Women's & Children's
<b>Reports to:</b>	Ward Manager/Ward Sister
<b>Accountable to:</b>	Head of Midwifery & Neonatal Services

### Purpose

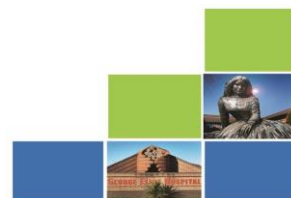
- To support the Senior Sister to manage a team of nurses ensuring the delivery, development and maintenance of high standards of nursing care.
- To take responsibility for the day to day management of the clinical area.
- To take the lead for specific areas of professional practice as delegated by the Senior Sister.
- To deputise for the Senior Sister in their absence.
- Management of preceptorship of newly qualified staff, return to nursing staff and the mentorship of nursing students and health care support workers.

### Main duties and Responsibilities for patient care:

#### Clinical

- Deliver a high standard of nursing care without direct supervision, based upon a sound evidence base.
- Undertakes and documents a comprehensive, systematic and accurate nursing assessment of the physical social and spiritual needs of the patient where appropriate.
- Creates and utilizes opportunities to promote health and well-being of babies and their families in their care.
- Influence and monitor the standards of direct patient care delivery in accordance with best practice and operational protocols and guidelines.
- Working within the NMC Guidelines and Trust Policies recognising one's own abilities and limitations.
- Promote good working relationships within the nursing teams providing appropriate advice and support.
- Facilitate the development of standards of care and assist with the implementation of appropriate monitoring techniques.
- Leads a nursing team to manage a group of patients throughout a shift.

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### **Managerial.**

- Participate in the recruitment and selection of staff below Band 6.
- Planning the appropriate skill mix and staffing levels using competent duty rostering skills.
- Deputise for the Senior Nurse in his/her absence.
- As part of the Directorate Team assist with the development and implementation of the Trust's Business Plan and Strategy for Nursing.
- Assist with the management of ward resources in an efficient and effective manner.
- Participate in the out of hours operational cover and bleep roster for the Trust as appropriate.
- Support the Senior Sister in the investigation of complaints within the ward area.
- Ensure information on the Ward/Department Information System is correct and updated regularly when relevant.

### **Education and Training**

- In collaboration with the Senior Sister, ensure effective orientation, supervision and mentorship programmes are in place.
- Assist with the appraisal and facilitation of professional development of all ward staff.
- Facilitate the development of nursing practice founded on up-to-date information and research.
- Create a learning environment which actively facilitates learning.
- Undertake training sessions in ward environment evaluating effectiveness within clinical care in patients using appropriate audit tools

### **Professional.**

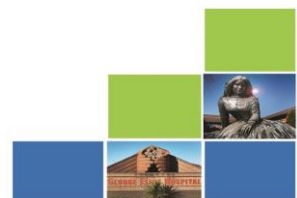
- To act as an ambassador for the clinical environment and the Trust, where appropriate, by promoting a professional image of nursing.
- Ensure current registration of all qualified staff at recruitment and during employment in line with Trust Policy.
- Ensures current registration with NMC.

### **Relationships**

#### **Internal:**

- Ward Managers
- Ward Sisters
- Registered Nurses,
- Healthcare Assistants
- Director and Deputy Director of Nursing
- Consultants
- Doctor

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- All Members of the Multi-Disciplinary Team
- Practice Facilitators
- Porters
- Security
- Specialist Nurses
- Ward Clerks
- Patients

#### **External:**

- Carers
- Relatives
- Visitors
- Other NHS Trusts
- Social Services

### **Special Requirements**

The post holder will be expected to rotate across a 24 hours service, 7 days a week.

### **Additional information**

#### **1. Trust EXCEL Values and 'Behaviour Framework'**

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we, as a whole, care about;
- shared ideas and attitudes that guide our organisational thinking and actions
- common purpose and understanding that helps us to build great working relationships



We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

✓ how we do things; ✓ how we treat others; ✓ what we say and how we say it; ✓ how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to  
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deliver our ambition to create an EXCELlent colleague experience to EXCEL at patient care.

## **2. Sustainable Development**

It is the responsibility of all employees to support the Trusts' vision for sustainable development.

To undertake their duties in a way that is not wasteful of environment, financial and social resources.

## **3. Criminal Records**

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

## **4. Confidentiality and Data Quality**

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

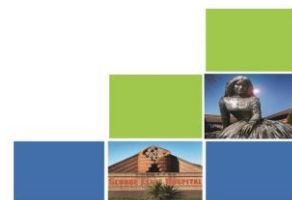
Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

## **5. Records Management**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes

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patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

## **6. Health and Safety & Fire Safety**

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programs as required.

## **7. Risk Management**

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest “fair blame” culture;
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

## **8. Safeguarding Children, Young People and Vulnerable Adults**

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The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with. To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

## **9. Infection Prevention and Control**

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

## **10. Equality, Diversity & Human Rights**

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

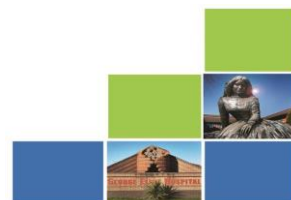
## **11. Conflict of Interest**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests in the course of their NHS duties.

## **12. No Smoking**

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its

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employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

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.

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