

Role Specification

JOB TITLE: Junior Sister/Charge Nurse

GRADE: Band 6

SPECIALTY: **Community Hospitals Central Essex Community Services**

SERVICE: **Locality Services**

ACCOUNTABLE TO: **Ward Manager**

ROLE SUMMARY:

- To provide, and supervise the delivery of high standards of care to service users by ensuring that the 'productive ward' concept is imbedded in the delivery of care in accordance with up-to-date evidence based professional practice
- To support on the planning, implementation and evaluation of care to named service users, the focus will be on increasing productivity by promoting rehabilitation to improve the patient's functional status with a view to them returning back to their home environment or suitable onward placement. Reducing the patient's length of stay is paramount and involves actively liaising with relevant services in order to facilitate their discharge plan. As the ward also provides the end of life care to service the role will support the delivery of the End of Life Care Strategy where appropriate.
- To demonstrate at a senior level, professional autonomy and accountability in the provision of nursing care and treatment to patients.
- To deputise for the Ward/Department Manager across the full range of management responsibilities.

FACTOR	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	Registered Nurse Part 1,2 NMC Register.	Management/leadership development programme or	A1

& EDUCATION	<p>A minimum of 3 years current experience practicing as band 5 or in medical or community hospital ward/Acute environment</p> <p>Teaching and Assessing Qualification</p>	<p>qualification.</p> <p>Knowledge of current issues relating to the care of older people and Stroke treatment</p>	
WORK RELATED KNOWLEDGE & EXPERIENCE	<p>Effective oral/written communication and interpersonal skills.</p> <p>Have a clear understanding of Admission Avoidance pertaining to the current client group.</p> <p>Effective leadership skills.</p> <p>Knowledge and understanding of adult safeguarding processes</p> <p>Experience of effective management of staff / teams</p> <p>Ability to manage complex clinical cases within own sphere of clinical practice.</p> <p>Delegation skills</p> <p>Ability to manage human and physical resources</p> <p>Ability to demonstrate and</p>	<p>Change management</p>	<p>A l</p>

	<p>maintain compliance with clinical Governance requirements</p> <p>Clinical supervision training and experience.</p> <p>Mentoring experience of junior staff.</p> <p>Experience of managing staff performance and addressing competency issues</p> <p>Experience of carrying out audit and the formulation of action plans</p>		
SKILLS & APTITUDES	<p>Effective oral/written communication and interpersonal skills.</p> <p>Have a clear understanding of patient pathway management pertaining to the client group.</p> <p>Effective leadership skills.</p>	Working knowledge of Systmone	A I
CIRCUMSTANCES	<p>Car Driver</p> <p>Ability to travel to any Organisation site or other location as required.</p> <p>Commitment to flexible working to meet Service needs.</p> <p>Willing and able to participate in</p>		A I document check.

	the Community Hospital On-Call Rota.		
SPECIALITY SPECIFIC REQUIREMENTS			
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To support the ward manager in monitoring lengths of stay to support effective discharge processes working in collaboration with clinical teams in order to ensure there is a defined pathway of care for a patient including timely transfer/discharge liaising with external agencies appropriately. • To support the ward manager to ensure that the ward has the correct staffing levels. • To be aware of and champion current trends and developments in nursing and in the NHS such as improving productivity and reducing length of inpatient stay. • Support team awareness of effective bed co-ordination. • To support the induction, training and mentorship of nursing staff, and provide clinical supervision as appropriate. • To support the highest provision of care by providing strong leadership, act as a role model and resource, encouraging and developing the team to sustain and implement best practice within the ward. • Support multi-agency, multi-disciplinary integrated care working ensuring patients' needs are met. • Support the ward manager in monitoring quality assurance, implementation of standards for audit, clinical audit and evaluation of clinical effectiveness working in partnership with other areas within CECS in line with CECS commitment to Clinical Governance. • To support the ward manager in ensuring that the Nursing team, Physiotherapists, Occupational Therapists, Dieticians, Specialist Nurses and other members of the Multi-disciplinary team (MDT) work together to facilitate the patient's progression through the treatment programme, within the goals and protocols set out by the MDT team as follows: • Support the progression of exercise/mobility programmes for patients, which may include some who have complex needs. Gait re-education and progression of mobility. • Support the facilitation of the use of mobility and Activities of Daily Living (ADL) equipment and wheelchairs. • Engage patients on the ward and undertake an enabling approach to maximise rehabilitation potential • Work with the dietician to ensure that the patient's dietary requirements are met 			

Organisational :

- To support the ward manager in implement and maintenance of robust systems for clinical governance and risk management to improve the experience of patients and to enable staff to work to their full potential.
- To work with the ward manager to develop high quality team working, especially by agreeing standards within the multi-disciplinary teams and developing and implementing systems for quality assurance and outcome measurements.
- In conjunction with the ward manager ensure staffing is appropriate to patients' needs by working with the senior nurses to assess patient dependency and adjust duty rosters accordingly.
- To support clinicians by enabling them to undertake a wider range of clinical responsibilities following training.
- Make sure that patients are treated with respect by ensuring their privacy and dignity are protected and by making sure they are addressed in the way they choose.
- Resolve problems for patients and their relatives by acting quickly to deal with problems when and where they occur and by working closely with the Customer Experience Team.
- To actively support and promote resolution of verbal and written concerns/complaints at local level in conjunction with the ward manager. Undertake investigations to formal complaints & formulate responses & implement any actions required. Liaising with Customer Experience Team and Assistant Director as appropriate
- Monitor and improve the quality of patients' experience to ensure that high standards of hygiene, nutrition and physical environment are met at all times.
- Support the ward manager in the ordering, safe custody, usage and recording of drugs within agreed policies and protocols for the Ward and in line with CECS Medicine Management Policies,
- Maintaining and monitoring levels of stock and ensuring there are adequate supplies and that resources are used effectively.
- Be familiar with CECS major incident policy & role requirement.
- Ensure all processes and systems of work are documented and available for all staff.
- Support the delivery of robust Infection Prevention and Control for the clinical area ensuring compliance with the Hygiene Code.
- Support the ward manager in the management and reporting of key service delivery indicators (KPI's) as required under contract to meet quality and performance metrics.

Date Completed: 6 August 2013

This role specification indicates the main functions of the post. It is not an exhaustive list of the responsibilities and tasks required for the job. There may be a requirement to undertake other duties as reasonably required to support the organisation. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this role specification or working within another location or environment. The postholder will not be required to undertake any function for which they are not qualified or competent to perform.

The postholder must be familiar with, and adhere to, all CECS policies and procedures which can be found on the Intranet.

The postholder is accountable and responsible for the implementation and adherence to;

- The Health Care Act 2006, (revision 2008)
- The Equality Act 2010
- The Care Quality Commission Essential standards of Quality and Safety 2010,
- Health and Safety legislation in relation to patient safety and maintaining a safe working environment
- Data protection act 1998 and confidentiality code of conduct

The maintenance of the standards set out within this legislation will guide staff in maintaining the quality of care and safety required within their role ‘