

## **The Newcastle upon Tyne Hospitals NHS Foundation Trust**

### **Job Description**

#### **1. Job Details**

<b>Job title:</b>	Sister / Charge Nurse / Senior Operating Department Practitioner
<b>Pay band:</b>	6
<b>Directorate:</b>	<b>Peri Op / Critical Care</b>
<b>Ward/Dept Base:</b>	<b>Freeman</b>
<b>Hospital site:</b>	Trust Wide

#### **Essential Requirements**

- Registered Nurse (appropriate to branch) / Operating Department Practitioner
- Current NMC / HCPC registration
- Diploma in a health related subject, prepared to take degree level study
- Previous post registration experience which must be relevant and recent
- Specialist qualification if relevant to role or previous experience
- Meets Nursing and Midwifery Council (NMC) / Health and Care Professions Council (HCPC) requirements if relevant to role
- Good IT skills
- Evidence of achievements and career development in current post and of on-going professional development
- Excellent communication / interpersonal skills
- Understanding of professional accountability in a leadership role
- Knowledge and understanding of relevant NHS policy or project specific policy context.
- Has understanding / experience of adult / child safeguarding

#### **Desirable requirements**

- Degree in health related subject
- Audit / research experience
- Mentor qualification
- Relevant clinical skills relating to the specialty e.g. cannulation / IV drug administration / scrub skills relevant to speciality / anaesthetic skills appropriate to speciality.
- Relevant specialist qualification.

#### **2. Job Purpose**

- To support the Senior Sister / Charge Nurse / Senior ODP, acting as a deputy when the Senior Sister / Charge Nurse / Senior ODP is absent.
- In areas within the organisation Nurses / ODPs may be banded at 6 by virtue clinical reasons, for example, critical care.

- Provide effective support and leadership to both staff, patients and carers within the Theatre or Department.
- Act as role model, teacher and supervisor for junior staff and students.
- Ensure systems are in place to provide the continuity of safe effective care for patients at all times.
- Effective member of the multi-disciplinary team
- May be required to participate in an On-call rota as required.

### 3. Dimensions

*The Sister / Senior Charge Nurse / Senior ODP must*

- Support the Senior Sister / Charge Nurse / Senior ODP with professional accountability and standards, ensuring professional practices in line with the requirements of the NMC / HCPC and the Trust
- Ensure the provision of safe and effective patient care
- Support the Senior Sister / Charge Nurse / Senior ODP to ensure environmental standards and cleanliness are maintained in line with national and Trust Standards in the ward / department.
- Act as a deputy and effectively manage the Department / Theatre resource when the Senior Sister / Charge Nurse / Senior ODP is absent.
- Support and contribute to the development of patient care and Peri-Operative practice within the Department / Theatre, contributing to Trust projects where required
- Support the develop of junior staff or students ensuring appropriate supervision and assessment is available

### 4. Organisational arrangements

**Reports to:** Matron via Departmental / Theatre Senior Sister / Charge Nurse / Senior ODP

**Responsible for:** Nursing / ODP staff (and associated roles) within designated area

**Professional accountable to:** Nursing & Patient Services Director via Deputy Directors of Nursing

### 5. Knowledge Training and Experience

- See essential requirements
- Maintain and improve professional knowledge, skills and competence
- Be responsible for own professional development, identifying training needs, set objectives and attend appropriate courses

### 6. Skills

#### **Communication and Relationships**

- Ensure that quality indicators (CAT / Safety Thermometer) returns for Theatre /

Department are completed monthly.

- Ensure all staff within Theatre / Department are kept fully appraised of all the governance indicators relating to their Theatre and Department and participate in bringing about improvements where necessary.
- Ensure all nursing / ODP staff are aware of their monthly and weekly quality indicator reports for their Theatre / Department
- Ensure all nursing / ODP staff are aware of their monthly Theatre / Department accreditation scores.
- Communicates with patients, carers and the wider multi-disciplinary team and in so doing, acknowledges / accommodates barriers to communication and understanding including speech, hearing, language and emotion.
- Receives and delivers confidential and sensitive information which will be complex and sensitive (e.g. child protection or adult safeguarding).
- Assesses complex issues and facilitates decision making relating to patient care, safety treatment options and outcomes, and supervises others in doing this.
- Attends Directorate Sisters / Charge Nurse / Senior ODP meetings and Trust wide Sisters / Charge Nurse / ODP Forums.
- Communicates with other wards and departments as well as external agencies.
- Ensure communication to and from the staff within the Theatre / Department and from the organisation is circulated as appropriate.
- Maintains accuracy and up to date nursing / Theatre and medical records, and ensures others do so.
- Maintain clear and accurate up to date paper and electronic records, in accordance with local policy and NMC / HCPC Guidance.
- Provides specialist advice:
  - to individual patients and carers
  - to support groups
  - allied professionals / multi-disciplinary meetings
  - to nursing / ODP (and associated roles) colleagues

### **Analytical and Judgmental Skills**

- Exercises clinical judgement to assess complex issues and facilitates decision making relating to patient care, safety treatment options and outcomes, and supervises others in doing this. This can include initiating emergency action when required e.g. cardiac arrest; fire etc.
- On behalf of the Senior Sister / Charge Nurse / Senior ODP investigate incidents where shortfalls in standard occur and take corrective action as necessary, including reporting to the Senior Sister / Charge Nurse / Senior ODP.
- Be aware of the importance of complaints process within the organisation; take action to prevent formal complaints by excellent communication within the Theatre / Department. Maybe involved in responding to written complaints
- If requested by the Senior Sister / Charge Nurse / Senior ODP respond to verbal and written complaints
- Responsible for dealing with complaints and incidents at Theatre / Department level and determine in implementing an audit and necessary course of action.
- Meets the health and wellbeing needs of patients by ensuring the appropriate assessment tools are used. Developing and reviewing plans of care to meet specific needs.

### **Planning and Organisational Skills**

- Actively facilitate (in the Senior Sister / Charge Nurse / Senior ODP absence) monthly staff meetings raising Theatre / Department, Directorate and Trust

priorities. Set agenda and ensure minutes are taken and available for all staff. Set infection control, environmental cleanliness and clinical assurance tool kit scheme as a set agenda items. Offer opportunities for constructive open dialogue.

- Ensures the delivery of a high standard of evidence based care to patients within the clinical area.
- Ensure timely and effective discharge planning
- Work with the Directorate team to reduce length of stay by ensuring efficient and effective care.
- Able to respond to unexpected events in order to maintain service delivery.
- Ensure effective planning and utilisation of Departmental / Theatre nursing resources, adjusting to changing need
- Plan and allocate duties to the team in the absence of the Senior Sister / Charge Nurse / Senior ODP.
- Organise and prioritise delegated work on day to day and week to week basis.
- Give direction to junior members of staff and learners.
- Assist in planning and allocating mentors and preceptors.

### **Physical Dexterity Skills**

- Translate theory into the practical delivery of care, which may involve a range of practical tasks e.g.
  - Intravenous drug administration
  - Venepuncture and Intravenous Cannulation.
  - Any other role specific skills / procedures as required
- IT skills
- Electronic Patient Record
- Act as a scrub / anaesthetic assistant.
- Under supervision with experience and practical training. Maybe expected to assist under the supervision of the Surgeons / Anaesthetists during procedures e.g. holding retractors, cutting sutures, using suction equipment, using cricoid pressure.

## **7. Key Result Areas**

### **Patient/Client care**

- Develop, assess, plan, implement and evaluate patient care and practice within the Directorate, contributing to Trust projects where required
- Ensure the highest standards of patient care and safety
- Ensure processes are followed to monitor and manage standards of clinical practice within the ward/department
- Ensure all documentation and key patient assessments are completed in a timely and appropriate manner (including MRSA status, MUST, Falls, DVT, Intravenous line care, and catheter care) in line with NMC / HCPC and Trust guidance.
- Ensure best practice is shared and celebrated on their Theatre/ Department
- Ensure the Theatre / Department of safe and effective patient care
- Ensure all ward staff and other professional / staff groups visiting the Theatre / Department provide a patient focused approach to all aspects of care
- Ensure all staff embrace an individualised approach to patient care and communication
- Ensure privacy and dignity is achieved for all patients and delivering same sex accommodation and standards are adhered to and breaches reported.

- Ensure patients nutritional needs are met
- Ensure a safe and comfortable environment for patients, staff and visitors
- Prevent hospital acquired infection by ensuring the highest standards of infection control, cleanliness and healthcare environment. This includes:
  - Staff and patient areas
  - Day Rooms
  - Commodes/Bed pans
  - Toilets/bathrooms
  - Patient and Theatre equipment
  - Theatre / Departmental fixtures and fittings
  - Patient and visitor information leaflet display
- Ensure the staff on Theatre / Department document regular checks of the above
- If requested by the Senior Sister / Charge Nurse / Senior ODP investigate any shortfalls in these standards and take corrective action as required.
- Assist the Senior Sister / Charge Nurse / Senior ODP to achieve the CAT within the agreed time scales

### **Policy and Service Development**

- Adheres to, implements and propose changes to policy and practice change within the Department / Theatre ensuring the dissemination and change of practice is achieved and monitored
- Ensure all staff follow Trust Policies and guidelines within their Theatre / Department and assist with the monitoring of adherence to these.
- Assist the Senior Sister / Charge Nurse / Senior ODP to implement corporate developments of patient care
- Act as a guardian for professional accountability and standards, ensuring professional practices in line with the requirements of the NMC / HCPC and the Trust
- Assist the Senior Sister / Charge Nurse / Senior ODP to ensure 100% compliance of ward staff with NMC / HCPC registration and mandatory training.
- Support and contribute to the Directorate Clinical Governance Agenda
- Ensure all staff follow all infection control policies
- Ensures all patients receive MRSA screening as indicated by Trust policy and ensure systems are in place to follow up the outcome of that screening
- Ensures that once a patient is diagnosed with MRSA that eradication therapy is prescribed immediately and the patient nursed in an appropriate environment
- Ensures all staff when undertaking patient procedures follow Trust policy including correct aseptic technique
- Assist the Senior Sister / Charge Nurse / Senior ODP to ensure that compliance is achieved with their Theatre / Department hand hygiene audits
- Ensure environmental standards and cleanliness are maintained in line with national and Trust Standards in the Theatre /Department

### **Financial and Physical Resources**

- Allocate staffing appropriate to patient needs
- Assist the Senior Sister / Charge Nurse / Senior ODP to manage the Departmental / Theatre budget through prudent staff utilisation, the management of sickness absence and minimal use of Bank Staff / overtime
- In the Senior Sister's / Charge Nurse's / Senior ODPs absence manages staff holiday and study leave following an equitable and fair system
- Contribute to effective stock control / maintenance and will be authorised



signatory for some stock requisitions.

- Ensure safety of patients' cash and valuables in line with Trust policy

### **Human Resources**

- To assist the Senior Sister / Charge Nurse / Senior ODP to effectively manage the Theatre / Department resource
- Ensure 100% nursing / ODP compliance with, documentation, Trust policies and guidelines, induction, preceptorship and mandatory training, particularly infection control, fire, moving and handling and Basic Life Support
- Conform to and supports the implementation of Trust policies, procedures and guidelines
- Comply with Dignity and Respect at Work policy and promote equality and diversity
- Comply with Trust Health and Safety policies, plus monitor health and safety of self and others
- Attend mandatory training updates

### *Management*

- Day to day supervision of all Departmental / Theatre staff giving direction and support to ensure they achieve safe effective and efficient patient care and contribute to the achievement of Departmental / Theatre / Directorate objectives
- Allocates staff groups to undertake appropriate staff performance reviews setting objectives in line with Departmental / Theatre / Directorate objectives
- Assist the Senior Sister / Charge Nurse / Senior ODP to recruit and retain the best nursing / ODP staff to their Theatre / Department
- Ensures 100% compliance with the sickness policy and the management of poor performance of allocated nursing / ODP staff on their Theatre / Department

### *Education*

- Participates in the planning, development, delivery and evaluation of educational programmes at Theatre / Department level.
- Foster a culture of lifelong learning and continue professional development and support mentorship and preceptorship.
- Communicates educational issues to student nurses / student ODPs

### *Leadership*

- Provide professional nursing / ODP leadership within the Theatre / Department and act as a positive role model
- To assist the Senior Sister / Charge Nurse / Senior ODP to develop Practice within their Theatre / Department
- Ensure that all pre-registration nurses / ODPs/ students and new registrants are appropriately supervised and assessed in line with NMC / HCPC and Department of Health requirements.

### **Information Resources**

- Working knowledge of all systems in the Electronic Patient Record and use these information systems to access and input patient information
- Oversee / supervise / monitor EPR in own Theatre / Department and provide guidance to staff
- Assist the Senior Sister / Charge Nurse / Senior ODP to ensure all staff within own Theatre / Department are trained and competent in EPR

## **Research and Development**

- Participates in audits and surveys relating to nursing / ODP practice or patient satisfaction
- Incorporates research based evidence into nursing / ODP practice
- Support clinical supervision to support the personal and professional growth and development of the nursing / ODP staff on their Theatre / Department
- Supports and undertakes Clinical Assurance Toolkit
- Consider the best available evidence to inform best practice, care and advice.
- The post holder may assist in Theatre / Department Accreditation process and / or research other relevant audits.

## **8. Freedom to Act**

- Work within scope and code of professional practice where work is managed rather than supervised with advice available from various sources:
  - Within clearly defined policies, procedures and guidelines, which govern nursing practice at national and local level including the NMC's Code of Conduct / HCPC Standards.
- Work within general policies, with objectives set by Senior Sister / Charge Nurse / Senior ODP
  - Clinical parameters.
  - Patient group directions.
  - National service frameworks.

### *Clinical Governance*

- Ensure that care is evidence based and that potential sources of risk are identified and dealt with in proactive manner. Assist Senior Sister / Charge Nurse / Senior ODP to apply root cause analysis of accidents and incidents. Instigating and managing change following the analysis when necessary.

## **9. Effort and Environment**

### **Physical**

- Combination of sitting, standing, bending, stretching and walking is required during shift.
- Frequent moderate effort required when moving and handling patients and objects in line with Trust guidelines using appropriate aids.
- Attend annual update.

### **Mental**

- Concentration required when:
  - Assessing patients.
  - Advising on treatment, including complicated drug calculations, administering infusions or checking blood transfusions etc.
  - Early recognition of potential clinical incidences
  - Updating patient records or writing reports.
  - Interpreting microbiological data.
  - Analysing and evaluating audit material.
  - Preparing or modifying off duty rosters or preparing reports
  - Conducting staff appraisals / interviews

- There will be frequent requirement for concentration e.g. when undertaking drug calculations / administering medication / acting as a scrub / anaesthetic assistant.
- Will be expected to carry out several tasks as one time switching tasks throughout the shift

### **Emotional**

- Support distressed patients, relatives, colleagues and staff who are given unwelcome news.
- Provide support to colleagues in a personal and professional capacity.
- Will initiate any investigations into incidents and / or complaints
- Will deal with violent and / or aggressive patients / visitors and support junior staff

### **Working conditions**

- Deals with body fluids, foul linen etc on a daily basis dependent on area of work.
- Provide expert specialist advice during critical incidents
- Regular exposure to VDU screen.

Author: Liz Harris, Deputy Director of Nursing, RVI / Andrew Watson,  
Directorate Manager, Peri-Operative & Critical Care  
Date: August 2012  
Revised: August 2013  
Reviewed: February 2015

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*Agreed post holder* .....

*Agreed manager* .....

*Date* .....



## The Newcastle upon Tyne Hospitals NHS Foundation Trust

### Person Specification

**JOB TITLE:** Sister / Charge Nurse / Senior ODP

**BAND:** 6

**SITE:** Trust wide

<b><u>REQUIREMENT</u></b>	<b><u>ESSENTIAL</u></b> Requirements necessary for safe and effective performance of the job	<b><u>DESIRABLE</u></b> Where available, elements that contribute to improved/immediate performance in the job
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Evidence of achievements and career development in current post and of ongoing professional development</li> <li>Understanding of professional accountability in a leadership role</li> <li>Awareness of current relevant NHS policy context</li> <li>Has understanding / experience of adult / child safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Meets Nursing and Midwifery Council (NMC) / Health and Care Professions Council (HCPC) requirements for mentorship if relevant to role</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Relevant clinical skills relating to the specialty e.g. cannulation/ IV drug administration / scrub skills relevant to speciality / anaesthetic skills appropriate to speciality</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous post registration experience</li> <li>Specialist qualification if relevant to role or previous experience</li> <li>Relevant and recent clinical experience</li> </ul>	<ul style="list-style-type: none"> <li>Audit / research experience</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered Nurse (appropriate to branch) / Operating Department Practitioner</li> <li>Current NMC / HCPC registration</li> <li>Diploma in a health related subject, prepared to take degree level study</li> </ul>	<ul style="list-style-type: none"> <li>Degree in health related subject</li> <li>Relevant specialist qualification</li> </ul>
<b>PERSONALITY / DISPOSITION</b>	<ul style="list-style-type: none"> <li>Excellent communication / interpersonal skills</li> </ul>	
<b>CORE BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of understanding of Trust Business</li> <li>Experience of working in the Trust Previously</li> </ul>
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>Moving and handling patients and objects in line with Trust guidelines using appropriate aids</li> </ul>	

**CANDIDATE:**  
**SIGNED BY:**  
**DESIGNATION:**

**REFERENCE NO:**  
**DATE:**