

# Job title

**Nursing and Midwifery Junior Charge Nurse / Sister- Holly ward**

## Job Description and Person Specification



About us

We provide care for the residents of three diverse London boroughs. Most of our 7,800 permanent staff live in Barking and Dagenham, Havering and Redbridge and the majority are from black, Asian and minority ethnic groups. We also provide healthcare services to people in south west Essex, and specialist neurosciences services to the whole of the county.

Our services include all the major specialties of large acute hospitals, and we operate from two main sites - King George Hospital in Goodmayes and Queen’s Hospital in Romford. We have two of the busiest emergency departments in London – more than 300,000 people visited our A&Es in 2023. We also provide outpatient services at Brentwood Community Hospital, Barking Community Hospital, Loxford Polyclinic, and Harold Wood Polyclinic.

We’re pleased to be leading the way in reducing the time our patients wait to get the treatment they need. The Elective Surgical Hub at King George Hospital is one of eight to be accredited as part of a national scheme; the Care Quality Commission has raised the ratings for urgent and emergency care at Queen’s and King George hospitals; and data released by NHS England showed that the Trust was the most improved in 2023 for reducing waits for emergency care.

We are particularly proud of our regional Neurosciences Centre; Radiotherapy Centre; Hyper Acute Stroke Unit; and dedicated breast care service at King George Hospital. We’re also part of the North East London Cancer Alliance.

**OUR VISION:** TO PROVIDE OUTSTANDING HEALTHCARE TO OUR COMMUNITY, DELIVERED WITH PRIDE

**OUR PRIDE VALUES**

- PASSION
- RESPONSIBILITY
- INNOVATION
- DRIVE
- EMPOWERMENT

## Job Description

**Job title: Junior Charge Nurse / Sister**

**Band: Band 6**

**Location: King George Hospital – Holly ward**

**Specialty - Geriatrics AND Frailty Division**

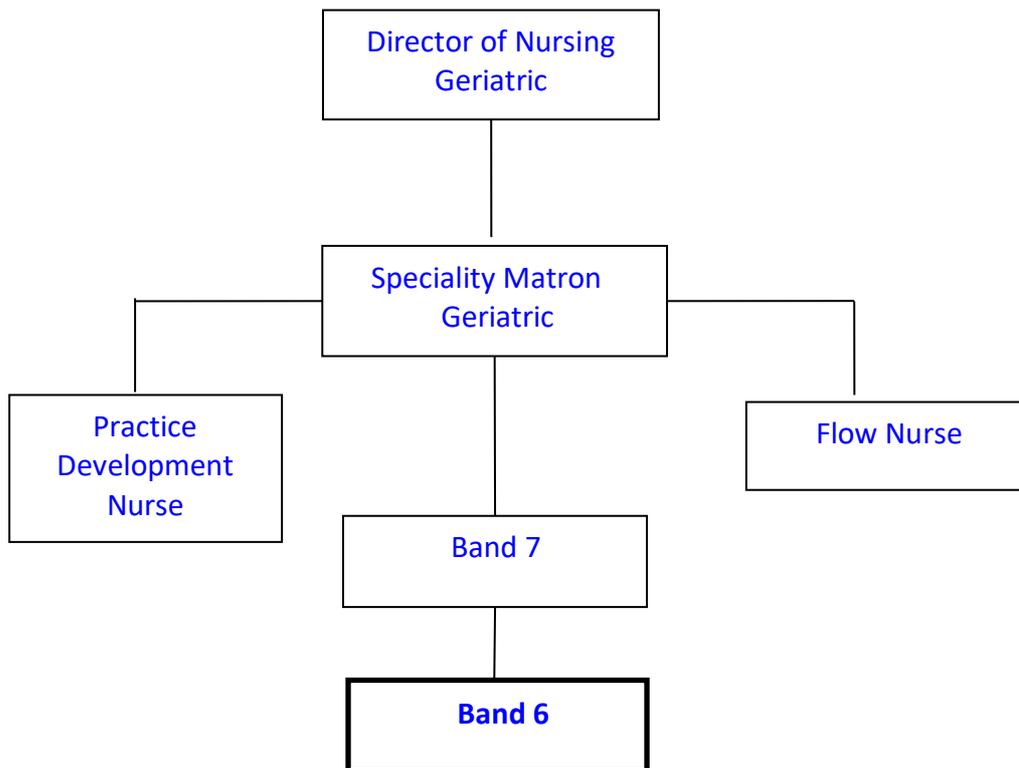
**Accountable to: Speciality Matron - Geriatrics/Care of Elderly**

**Responsible to: Senior Sister/Ward Manger**

### 1. Job purpose

- To provide support to the Senior Sister in effectively leading and managing the ward
- Participate in all ward activities as an effective team member, supporting the Senior Sister/Charge Nurse taking the responsibility for the leadership of a team of staff.
- To assess care needs, and the development, implementation and evaluation of care, in collaboration with the multidisciplinary team.
- To teach and supervise qualified and unqualified staff, and act as a role model to junior staff and undertaking performance management
- To take responsibility and accountability for a group of patients and the whole ward for the duration of the shift.
- To provide holistic nursing care to clients within the ward, utilising all resources to provide excellence in practice.
- To develop personally & professionally as an effective member of the multidisciplinary team and undertake appraisal annually.
- To provide teaching and mentorship to junior colleagues.
- To contribute to the maintenance of a safe environment.
- Report any potential / actual problems to line manager and/or Matron when appropriate.
- Act as a link nurse when required.

## Organisational Position



## **2. Relationships**

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

### **Internal Relationships**

Consultants

Director of Nursing for Geriatric and older People

Matron

Ward managers/Multidisciplinary/Community, LAS and A & E

Practice Development Nurse

Safeguarding team

Administrative staff

### **External Relationships**

Prospective Employees from UK and Non-UK

Home Office

London Deanery

Criminal Records Bureau

Local Authorities

GPs and other Health Professionals

Local commissioning groups

Older patients and their families

## **3. Job summary**

The post holder will provide and maintain a high standard of nursing care to older patients who require the support.

The post holder will share a generic caseload with supervision/support from a senior team member. He/she will also be involved in providing palliative and end of life nursing care to older patients with dementia.

## **4. Clinical / operational responsibilities**

- To promote holistic family centred based care and act as an advocate for the frail older patients and their families.
- Using evidence-based practice and a holistic approach to individualized nursing care, assess, plan, implement and evaluate care for older patients within own remit and ensuring that all avenues have been explored.
- Set and maintain high standards of nursing care.
- To actively support, promote and empower patients/carers in the planning, management and evaluation of care by working in partnership.
- To ensure contemporaneous and appropriate documentation for each care giving episode.

- To establish and maintain effective communications with patients and relatives from hospital discharge planning, ensuring the patients/relatives have sufficient confidence, assistance and support to enable them to care for themselves/their loved ones
- Maintain close links and work effectively with primary, secondary and tertiary care providers using multi-disciplinary and inter-agency approach.
- To understand and comply with the Control of Drugs Act regulations administering IV drugs when certified under the “Extended role of the Nurse” within the NMC regulations.
- Responsibilities for patient/client care, treatment and therapy.
- Responsibilities for financial and physical resources.
- Responsibilities for human resources such as supervision or management of staff recruitment, appraisal, training and development, etc.
- Responsibilities for information resources and/or systems.
- Use of physical skills in carrying out roles and responsibilities
- Use of analytical and judgmental skills
- To work alongside Band 7 nurses, to contribute to the overall management of a defined caseload of patients with varied nursing needs, in addition to supporting those with palliative care needs.
- To ensure the welfare of patients by compliance with safeguarding procedures.
- To work towards achieving the directorate business and clinical governance objectives.
- Carry out all duties in accordance with the Trust's policies and procedures.
- Promote health education issues and educate the patients and their families/carers for them to achieve confidence in the provision of care for their loved ones.
- Facilitate and supervise a supportive learning environment for students and other nursing staff within the Trust.
- Encourage innovation by all members of the team and to personally be up to date in all matters relating to nursing practice.
- Keep abreast with all developments of patient care in specialty involved.
- Accept responsibility for own personal and professional development.
- Be prepared to act as a knowledge resource to whoever should require it.
- Actively take part in clinical supervision and access it as stipulated by Trust policy.
- To be responsible for health, safety and wellbeing of all individuals within own sphere of responsibility.
- To comply with the NMC’s Code of Professional Conduct.
- Policy, service, organisational and professional responsibilities.

## **5. Behaviour qualities**

- To be inclusive, promote equality and diversity, and challenge discrimination.
- To be kind and treat people with compassion, courtesy, and respect.
- Be empowered to make improvements to the way care is delivered and the way services are run.
- Foster strong teamwork and take care to understand what matters to patients, service users, residents, and staff.
- To be optimistic and ambitious and are not afraid to step out of our comfort zone when working with others.
- To be consistent in the way we communicate our views, being respectful and honest to all who we are talking to.

## **6. General**

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures

## **7. Personal development**

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided, and development opportunities agreed in line with service provision and knowledge and skills competency framework.

## **8. Mandatory Trust responsibilities**

### **Amending the job description**

As the organisation evolves, there may arise a need to adjust the tasks and /or the responsibilities of the postholder. This will be done in consultation with the post holder with the aim of mutually agreeing to any reasonable changes.

### **Confidentiality**

The post holder must always maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “Caldicott principles”.

### **Data protection**

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust’s fair processing notice on its [intranet](#) and [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

### **Leaders’ agreement**

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust ‘Leaders’ Agreement’.

### **Policies and procedures**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of our Trust’s Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

### **Safeguarding children and vulnerable adults**

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

### **Health and safety**

Under the Health & Safety at Work etc. Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, commensurate with their role, to maintain a safe environment and particularly by reporting promptly any incidents, defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work etc Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees, others and visitors.

### **Sustainable development and our health and wellbeing**

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

### **Infection control**

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

### **Smoke free**

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes

heart and lung disease and is harmful to young children. However, disposable or rechargeable e-cigarettes (“vaping”) may be used outside hospital buildings.

### **General**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

### **Equal opportunities policy**

Our Trust operates in a multi-ethnic area. All members of staff are expected to consider equalities in all areas of work.

All employees are expected to abide by our Trust’s equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

## Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
<b>Education/ Qualifications</b>	<p>Registered Nurse</p> <p>Demonstrates evidence of commitment to professional development.</p> <p>IV Cannulation and venepuncture</p> <p>Mentorship programme (ENTO or teaching and assessing or in-house equivalent)</p>	<p>Leadership course</p> <p>Degree level nursing qualification</p> <p>Post registration qualification or evidence of equivalent experience in relevant specialist area</p>	<b>Application form and Interview</b>
<b>Skills/ Abilities</b>	<p>Able to work within and lead a multi-disciplinary team</p> <p>Good computing skills</p> <p>Good oral listening and written skills.</p> <p>Able to document using correct punctuation, spelling and grammar.</p> <p>Commitment to continuing educational development</p>	<p>Good teaching skills</p> <p>Able to demonstrate research-based practice.</p>	<b>Application form and Interview</b>
<b>Experience/ Knowledge</b>	<p>Proven experience in Elderly care</p>	<p>Management of a team</p> <p>Evidence of leadership</p>	<b>Application form and Interview</b>
<b>Personal Qualities</b>	<p>Professional attitude towards nursing</p> <p>Trustworthy and non-prejudicial</p> <p>Enthusiastic about the role of the nurse</p> <p>Willingness to teach others</p> <p>Assertive and diplomatic</p>		<b>Application form and interview</b>