

**BAND 6**

**Sister / Charge Nurse**

**Adult Critical Care Unit**

**Job Description**

**Date:** February 2016

## Context

Barts Health NHS Trust is one of Britain's leading healthcare providers and the largest trust in the NHS. It was created on 1 April 2012 by bringing together three trusts: Barts and The London NHS Trust, Newham University Hospital NHS Trust and Whipps Cross University Hospital NHS Trust. The new trust has a turnover of approximately £1.1 billion and approximately 15,000 employees.

Together our hospitals - Newham University Hospital in Plaistow, St Bartholomew's (Barts) in the City, The Royal London in Whitechapel and Whipps Cross in Leytonstone - deliver high quality clinical care to the people of east London and further afield.

The hospitals offer a full portfolio of services that serve the needs of the local community, and are home to some of Britain's leading specialist centres including cancer, cardiac, trauma and emergency care. Barts Health also has one of the UK's busiest children's hospitals and internationally renowned surgical facilities.

Our vision is to create a world-class health organisation that builds on strong relations with our partners and the communities we serve – one dedicated to ending the historic health inequalities in east London. We will build an international reputation for excellence in patient care, research and education. And as members of UCL Partners, the largest academic health sciences system in the world, we will ensure that our patients are some of the first in the country to benefit from the latest drugs and treatments.

We are looking for the best talent to lead our ambitious new healthcare organisation. In return, the Barts Health will provide unsurpassed professional development opportunities, enabling investment in a range of new initiatives that would mean:

- doctors and nurses in training will be able to gain experience in different hospitals along the whole patient pathway;
- there would be greater opportunity for career progression – we could retain good staff who might otherwise leave to gain promotion;
- becoming world-class will enable us to recruit some of the best doctors and researchers in the world – who can share their knowledge and experience;
- joining forces with other partners in an Academic Health Science System will mean that staff would be better able to secure funds and pool their talents to develop new technology, techniques and treatments.

## **JOB DESCRIPTION: BAND 6 SISTER / CHARGE NURSE**

<b>ESSENTIAL QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>▪ Registered Nurse</li><li>▪ Extensive Critical Care experience</li><li>▪ Adult Intensive Care Course</li><li>▪ Mentorship course</li><li>▪ Intravenous accreditation</li></ul>
<b>REPORTS TO</b>	Band 7 Senior Sister / Senior Charge Nurse
<b>ACCOUNTABLE TO</b>	Adult Critical Care Matron
<b>HOURS OF WORK</b>	37.5 hours per week with internal rotation to nights and weekends
<b>SUPERVISES AND SUPERVISES</b>	All members of the nursing team in conjunction with the Senior Sister/Charge Nurse or identified senior member of nursing staff.
<b>JOB PURPOSE</b>	<p>To provide the highest standard of assessment, planning, implementation and evaluation of individualized, holistic patient care in conjunction with the inter-professional team.</p> <p>As a proficient practitioner in critical care, the post holder acts as a professional role model and clinical teacher. He / she also provides effective mentorship and preceptorship, participating in the education and training of nursing and non-nursing staff. He / she also takes charge of the Intensive Care Unit as required, liaising closely with the Senior Sister / Charge Nurse with continuing responsibility.</p>

### **KEY RESPONSIBILITIES:**

#### **1 Communication**

- 1.1 Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the health care team.
- 1.2 Utilises a variety of strategies to communicate effectively with patients and those involved in their care to optimize the patient's journey and ensure an informed decision making process.
- 1.3 Liaises closely with other wards and departments, maintaining good communication to ensure continuity of patient care.

- 1.4 Accepts responsibility for establishing and maintaining productive inter-professional working relationships

## **2 Clinical practice and decision making**

- 2.1 Demonstrates proficient specialist skills and knowledge in clinical practice and is seen as a clinical leader.
- 2.2 Takes responsibility for the organisation of patient care on a day to day basis, ensuring the named nurse is clearly made known to the patient and the concept clearly understood by staff.
- 2.3 Monitors and promotes high standards of nursing documentation and care. Evaluates planned care regularly according to unit standards and the appropriate nursing model.
- 2.4 Participates in the provision of up-to-date, accurate and relevant health education.
- 2.5 Acts as a resource to other clinical areas for their specialist field.
- 2.6 Participates in quality and audit programmes.
- 2.7 Ensures patients' views are sought and taken into account in the decision making process.
- 2.8 Participates in the development of the ward/departmental *Philosophy of Nursing* and conveys this within practice.
- 2.9 Encourages evidence-based nursing practice.
- 2.10 Develops skills in accordance with the expanded role relevant to the post holder's clinical area.
- 2.11 Safely administers prescribed medication and monitors effects; assesses the practice of junior staff.
- 2.12 Participates in ongoing implementation and practice of Clinical Governance / Clinical Risk Management, specific to the Critical Care unit.
- 2.13 Demonstrates proficiency in the use of all equipment used in the care and management of critically ill patients on the Critical Care Unit, and can demonstrate / explain their use to junior staff.
- 2.14 Demonstrates proficient communication skills with critically ill patients, their relatives, and members of the inter-professional teams.
- 2.15 Demonstrates the required knowledge and skills to safely transfer patients from the Critical Care environment to other hospital departments and, when necessary out of the hospital itself.
- 2.16 Is a member of and actively contributes towards one of the Units working groups.

### **3. Management**

- 3.1 Provides effective, visible clinical leadership for the team, liaising with the Senior Sister / Charge Nurse as appropriate.
- 3.2 Deputises for the Senior Sister / Charge Nurse as requested.
- 3.3 Is aware of financial considerations and makes judgements to maximise cost effectiveness and cost efficiency under the direct supervision of a Senior Sister / Charge Nurse as part of developing management skills in a complex, specialist environment.
- 3.4 Assists the Senior Sister / Charge Nurse to operate the unit in a cost-effective manner. This includes staffing levels, skill mix, agreed activity targets, and clinical standards to maintain a safe environment for both patients and staff.
- 3.5 In conjunction with senior colleagues in the inter-professional team, is aware of the need for and the implications of change and is an effective change agent.
- 3.6 Conducts individual performance reviews with trained and untrained staff, ensuring the development of appropriate learning objectives recorded within the Personal Development Plan.
- 3.7 Assists with the recruitment and selection of staff.
- 3.8 Actively participates in the Unit's Shared Governance Nursing Teams and encourages junior staff to participate.
- 3.9 Exercises leadership and maintains awareness of the individual needs of the team.

### **4 Teamwork**

- 4.1 Supports the Senior Sister/Charge Nurse.
- 4.2 Deputises for the Senior Sister/Charge Nurse.
- 4.3 Acts as a resource within own directorate to provide and ensure senior nursing support.
- 4.4 Supports junior members of staff.
- 4.5 Promotes effective inter-professional teamwork to optimise patient care, staff development and support.

### **5. Quality of Care**

- 5.1 Participates in and promotes evidence-based practice.
- 5.2 Demonstrates awareness of the Trust's programme of nursing audit and participates as appropriate in the quality audit programme.
- 5.3 Participates in the Trust / Directorate / Unit Clinical Governance programmes.

- 5.4 Actively reports incidents and encourages reporting of incidents.

## **6 Personal and professional development and training**

- 6.1 As a proficient practitioner, acts as an effective role model.
- 6.2 Takes part in staff orientation, mentorship, preceptorship and educational programmes, assessing competence as required.
- 6.3 Takes responsibility, with colleagues, for the appropriate supervision and teaching of qualified and unqualified staff, staff and visitors.
- 6.4 Encourages reflective practice and utilises opportunities to engage in clinical supervision and / or action learning.
- 6.5 Participates in personal and staff individual performance review, developing a proactive Personal Development Plan.
- 6.6 Identifies and pursues own educational and professional development, maintaining a balance between clinical practice and acquisition of management skills.
- 6.7 Participates in a structured Band 6 Development Programme facilitated by the Critical Care Practice Development Team.

## **FURTHER INFORMATION**

- The post holder must at all time work in accordance with the NMC Code of Professional Conduct.
- The post holder is required to familiarise himself/herself with and comply with the Trusts policies and procedures.
- The post holder must at all times respect patient confidentiality and, in particular, the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act.
- The post holder must at all times carry out duties and responsibilities with due regard to the Trust's Equal Opportunities Policy.
- The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report, as necessary, any untoward accident, incident or potentially hazardous environment.
- The post holder is expected to develop IT skills.
- The post holder may be required to undertake duties at any location within the Trust, in order to meet service needs.
- This job description is intended as a guide to the main responsibilities of the post and **not** as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to his/her grade, which are not listed above, at the direction of his/her manager. The job description may be amended from time to time after consultation with the post holder.
- The Trust operates a No Smoking Policy.

## **Performance management and appraisal**

All staffs are expected to participate in individual performance management process and reviews.

## **Personal development and training**

Barts Health NHS Trust actively encourages development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

## **Barts Health values based leadership**

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high quality health care.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.
10. We will provide and support the leadership to achieve these pledges.

Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.



## **Health and safety at work**

The post holder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **Safeguarding adults and children**

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant.

(October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

## **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 staff 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. Staffs are not allowed to further their private interests in the course of their NHS duties.

## **Confidentiality and data protection**

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staffs receives appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

## **Budgetary management**

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

## **Equality and diversity**

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

## **Smoke Free Trust**

Barts Health NHS Trust is a smoke free health provider. This means that smoking or vaping and charging electronic cigarettes are not permitted anywhere on our hospital grounds or premises. Our Smoke Free Policy aims to support smokers who are ready to stop and create a smoke free environment. As a healthcare provider it's important we do everything we can to reduce smoking among patients, visitors, staff and the risk of harm to others. All employees are expected not to smoke in their uniform or with Trust ID cards on public display. Frontline clinical staff are expected to advise patients about the risks of smoking and support them by offering a referral to the smoking cessation service and for inpatients also offer nicotine replacement therapy (e.g. nicotine patches) or medicines; to help alleviate the discomfort of nicotine withdrawal. Smokers are up to four times more likely to stop smoking successfully with support than by going it alone and are more motivated to stop smoking whilst in hospital.

## **NHS managers' code of conduct**

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

**Surgery Clinical Academic Group**  
**PERSON SPECIFICATION – BAND 6 – ADULT CRITICAL CARE UNIT**

<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Criteria</b>
Registrant with Nursing and Midwifery Council (NMC) of UK	√		Cert
Completion of Adaptation Course, if not UK trained and not eligible for registration with NMC	√		Cert
Adult Critical Care Course Certificate	√		Cert
Preparation for Mentorship Course	√		Cert
Intravenous accreditation	√		Cert
ALS Certification		√	Cert
LEO / RCN Leadership Programme or equivalent		√	Cert
Degree or working towards first degree		√	Cert / App
Evidence of continuing professional development	√		App / Ref
Management training		√	App / Cert / Ref
Counselling Skills		√	App / Cert / Int
Specialist relevant clinical courses		√	App / Cert / Int
<b>Knowledge</b>			
Up to date knowledge of the clinical specialties relevant to patients (evidence based practice)	√		App / Ref / Cert / Intv
Knowledge of current NHS, professional and educational issues	√		Int / Ref
Understands the principles of Clinical and Shared Governance and the implications for practice.	√		Int / Ref
Demonstrates an understanding of current educational practices relating to basic and continuing education.	√		Int / Cert / Ref
<b>Skills and Abilities</b>			
Evidence of proficient clinical skills in critical care nursing	√		App / Int / Ref
Is a proficient role model	√		App / Int / Ref
Demonstrated proficiency in communication, both verbally and in writing	√		App / Int / Ref
Actively engaged in Clinical Supervision / Action Learning	√		Int / Ref
Able to use initiative, solve problems and prioritise work	√		Int / Ref
Able to work in a changing environment and to actively support / promote planned change	√		Int / Ref
Demonstrates effective team work skills	√		App / Int / Ref

Demonstrated abilities to conduct Performance Appraisals and Personal Development Plans	√		App / Int / Ref
Basic Computer Skills		√	App / Ref
<b>Experience</b>			
Extensive critical care nursing experience	√		App / Ref
Experience post adult critical care course	√		App / Ref
Evidence of a positive contribution to the ICU team	√		App / Ref
Experience in a specialised unit e.g. trauma, neurosciences	√		App / Int / Ref
<b>Disposition</b>			
Caring manner towards both patients and colleagues, regardless of cultural / religious background	√		App / Int / Ref
Able to form good inter-personal relationships with all members of the inter-professional team	√		Int / Ref
Even tempered, tolerant, cheerful, and enthusiastic	√		App / Int / Ref
Approachable	√		Int / Ref
Sense of humour	√		App / Int / Ref
Professionally assertive	√		Int / Ref
Prepared to adhere to the Trust uniform policies	√		Int / Ref

KEY: Int = Interview, Ref = Reference, Cert = Certificate, App = Application Form

Reviewed February 2016 NR