

Job Description

| Job Information | |
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| Job Title: | Ward Sister/Charge Nurse – Endoscopy (bank) |
| Directorate/Service: | C & M Collaborative Bank |
| AfC Band: | 6 |
| Responsible to: | Resourcing Manager |
| Accountable to: | HR Programme Manager |
| Base Location: | Various based on booking |
| Job Code: | Mapped to 409-2431829 |

| Job Summary |
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| <p>Please be aware that this job description describes the substantive job role, which the individual would work on a bank basis, which means that not all elements of the job description may apply. As this is a generic Job Description the post-holder will be given further information regarding the context of their role when assigned to a specific ward/department.</p> <p>The post holder is designated to take charge regularly of the Endoscopy in the absence of the Ward Manager. You will be expected to lead a team of staff at Band 5 and below and set and maintain delivery of quality care. An awareness of the Clinical Governance Agenda is essential. The post holder will be responsible for the development implementation and evaluation of care plans and will ensure optimal standards of care by acting as a role model. You will be expected to take the lead for the training and development of all staff on the ward with support from the ward manager.</p> |

| Dimension & Context of the role |
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| <p>The post holder will be assigned to work as a Ward Sister/Charge Nurse – Endoscopy (band 6) on a bank basis across various Cheshire and Merseyside NHS Trust Endoscopy departments.</p> |

| Key Responsibilities |
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| <p>KEY DUTIES</p> <ul style="list-style-type: none"> To be responsible in association with the team leader for the formulation and implementation of individual patient care plans. To commence and participate in research/special projects as directed by the ward manager. To contribute to the setting, maintaining and monitoring of standards of care within the ward. Help to ensure that all equipment is in safe working order in conjunction with the department equipment controller. To assist in the promotion of effective communication with all ward staff and other departments as required. Promote the safeguarding of vulnerable patients in line with national and local policy. <p>CLINICAL & PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> Maintain appropriate NMC registration To be aware of and practice professionally in accordance with the NMC Code of Conduct and The Scope of Professional Practice. To personally ensure fulfilment of the requirements for professional updating and to maintain a personal record for the future registration purposes. Ensure that nursing care is appropriate, provided and is consistent with clinical guidelines. Implement and evaluate programmes of care to meet needs of patients and undertake all forms of care within the clinical environment. In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to |

attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.

ADMINISTRATIVE RESPONSIBILITIES

- Ensure patient records are kept up to date and accurate and recording is done in line with Trust policies and procedures.

TEACHING & TRAINING RESPONSIBILITIES

- Support the Trust Clinical Governance Agenda by understanding and facilitating priorities for change ensuring that new developments embrace governance objectives.
- Participate in research and clinical audit programmes in order to foster innovative practice and contribute to the development of services and quality initiatives in conjunction with the Ward Manager.
- Act as a Mentor and support staff through preceptorship and clinical supervision.
- Support strategies to reduce clinical risk, i.e. Hand hygiene, medical devices, protection of vulnerable adults.
- To create a climate conducive to learning for all staff and students alike and maintain established links with the University of Health Care.
- To participate in the annual appraisal of Band 5 staff and below in order to implement professional and organisational targets, review performance and identify training and development needs via personal development plans.

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- To deputise for the Ward Manager as requested
- Responsible for the management of daily operational responsibilities in the absence of the ward manager including work allocation, deployment and supervision of staff to ensure the smooth running of the unit.
- Effectively and efficiently contribute to the management and forward planning of nursing resources to ensure that appropriate skill mix is maintained at all times.
- Lead, support, counsel and appraise grades of staff at Band 5 and below within the nursing team to ensure development needs are identified and a cohesive multi-disciplinary approach is maintained.
- Sets the standard required for the safe keeping of patients property and valuables.
- Ensure that equipment is maintained in safe working order and stock managed within the available financial resource.
- Resolve complaints/issues timely and effectively at local level. Investigate and action plan formal complaints in conjunction with the Ward Manager.
- To monitor Sickness and Absence at ward level and work closely with the Ward Manager to ensure employees comply with policies/procedures relating to this.
- To identify options for cost improvements and support and monitor their implementation.
- To participate with the Ward Manager / Matron in the recruitment, orientation, development and retention of all staff required.

FINANCIAL RESPONSIBILITY

- To support ward manager to maintaining effective budgetary control
- Raise financial awareness
- Actively support CIP

RESEARCH & AUDIT

- To commence and participate in research/special projects as directed by the ward manager.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.

- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust’s continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.