

Job Description

Job Title:	Sister/ Charge Nurse – Children’s Nurse
Base:	Great Western Hospital
Grade:	Band 6
Reporting to:	Senior Sister/Charge Nurse

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Service We will put our patients first

Teamwork We will work together

Ambition We will aspire to provide the best service

Respect We will act with integrity

Main Purpose of the Job

The post holder will be responsible for supporting the Senior Sister/Charge Nurse in providing effective nursing leadership supporting a team of nurses ensuring the Nursing & Midwifery Council (NMC) code of conduct is at the forefront of the team’s nursing care. In addition, the post holder will be required to work closely with the multi-disciplinary team in the provision of a high standard of individualised patient care, thus improving the patient experience. The position supports a clinical role in addition to assisting in the management of operational issues. The post will incorporate the provision of care to patients, their families and carers’ in accordance with the philosophy and standards of care within the clinical area; in line with Trust policies and procedures, ensuring that values and beliefs are upheld.

Additionally, you will demonstrate continuing professional development, reflecting individual needs, the needs of the team, and the needs of the organisation.

Main Responsibilities and Duties

1. Act as a clinical expert in their area of practice.
2. Take charge in absence of Senior Sister/Charge Nurse.
3. Participate in the delivery of care to ensure the individual needs of the patients are met.
4. Promote the development, implementation and review of standards policies, procedures and clinical guidelines.
5. Assist in effectively leading and motivating staff in the provision of care and future service development.
6. Promote evidence based clinical practice and assist the Senior Sister/Charge Nurse in performance improvement within the unit.
7. Act as a Link Nurse resource for a specified clinical area and disseminate information to the rest of the team
8. Act as a resource in nursing practice throughout the specialities.
9. Participate in the development and implementation of multi-disciplinary integrated care pathways for patients.

10. Assist in the effective leadership within the clinical area.
11. Demonstrate up to date knowledge and understanding of current issues and priorities that effect National, Trust and Directorate wide healthcare, to facilitate clear leadership and direction.
12. Participate in the organisational and strategic development of the clinical area.
13. Work closely with the Senior Nurse/Charge Nurse in implementing the Trust Clinical Governance and Nursing Strategy.
14. Act as a Bleep-holder in accordance with the Directorate and Trust guidelines.
15. Attend Sisters meetings and other relevant Trust-wide meetings in the absence of the Senior Sister.
16. Ensure monthly 1-1's are maintained with the Senior Sister to ensure accuracy of information.
17. Participate in multi-disciplinary team meetings as directed by Senior Sister.
18. The Junior Sister/Charge Nurse will ensure that audit and research is integral to their role.
19. Assist in leading and developing clinical audit and research to promote evidence based practice.
20. Assist in the collection and evaluation of data to demonstrate outcomes from nurse led initiatives.
21. Participate in initiating changes identified at clinical audit.

Patient Client Care

22. The Junior Sister/Charge Nurse will assist in the provision of support to patients and staff in the delivery of individual nursing care in accordance with the Trust policies and procedures.
23. Promote and maintain a safe, welcoming and comfortable environment for the patients, carers, relatives, visitors and staff.
24. Assist in the implementation and delivery of the Trust Carer's strategy.
25. Monitor documentation of carers' details and their involvement, in patient's notes.
26. Work with all members of the team to evaluate patients and carers experience of the service provision– in liaison with the Senior Sister/Charge Nurse, make recommendations and implement actions to improve services.
27. Actively participate in the delivery of nurse led clinical interventions.
28. Participate in the delivery of speciality patient health assessment programme and pre-operative investigations as per agreed protocols.
29. Listen and respond appropriately to consumer feedback in conjunction with Patient Advice Liaison Services (PALS).
30. Participate in effectively managing complaints as per Trust policy.

Budget Responsibilities

31. The Junior Sister/Charge Nurse will participate in the efficient and effective use of resources to ensure the quality and cost effectiveness of service provision.
32. Assist the Senior Sister/Charge Nurse in effective budget management.
33. Assist the Senior Sister/Charge Nurse in the effective management of sickness and absence within your area of responsibility.
34. Participate in the appropriate staffing of the clinical area in accordance with agreed staffing model.
35. Assist in the implementation of Trust policies and procedures ensuring staff compliance.
36. Assist in the recruitment and selection of staff within agreed levels and budget.

Responsibilities for People and Training

37. The Sister/Charge Nurse will participate in ensuring the professional development needs of the staff are met.
38. Contribute to the development and implementation of competencies for nurse led clinical interventions.
39. Ensure all junior staff have appropriate competencies in place to ensure patient safety.
40. Maintain knowledge of current best practice guidelines and research.

41. Assist in the development and implementation of a strategy for carrying out staff appraisals and 1-1's within the clinical area.
42. Participate in the provision of guidance, advice and development opportunities for junior staff through the Trust Appraisal process.
43. Work with the senior sister to develop and implement a programme of continuing education for all staff within the clinical area.
44. Take responsibility for ensuring all staff mandatory training is up to date and reflected in local records.

Other Information

45. The Sister/Charge Nurse will participate in developing and maintaining a suitable learning environment for pre and post registration students.
46. Will act as an effective mentor to student nurses.
47. Support other Mentors/Assessors/Preceptors within the unit; ensuring training is in accordance with University requirements.
48. Ensure all staff undertaking further education receives appropriate mentorship and support.
49. Actively participate in formal and informal teaching for all professional groups.
50. Assist in the development of the unit as a learning environment for patients/students and staff.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Supplementary Information

This job description is a guide to the duties and responsibilities for the post holder and is not exhaustive. It is subject to the needs of the service, the content of the job description for this post is subject to review and at least annually as part of the Trust appraisal system.

Person Specification

Job Title:	Sister/Charge Nurse Band 6 RN Child
Base:	Great Western Hospital

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
STAR Values	We will expect your values and behaviours to reflect the STAR Values of the organisation: Service - We will put our patients first Teamwork - We will work together Ambition - We will aspire to provide the best service Respect - We will act with integrity	

Education, Qualifications and Training	<ul style="list-style-type: none"> • NMC 1st Level registration qualification/HPCPC registration • Mentorship course • Completed university level - Mastering Emergency care course/ Principles in Emergency Care of Children • Evidence of continuing professional development. • Completed and able to evidence Emergency Nurse (Level 1) National competency framework. • PILS/ILS • Level 1 Trauma Course • Level 3 Adult/Child Safeguarding 	<ul style="list-style-type: none"> • Diploma/Degree qualification • Leadership course • EPALS/APLS • Level 2 trauma course • Completed and able to evidence Emergency Nurse (Level 2) National competency framework
Experience	<ul style="list-style-type: none"> • Significant demonstratable experience of skills in all areas of the emergency department • Demonstrates sound understanding of personal accountability. • Ability to prioritise own workload. 	<ul style="list-style-type: none"> • To have an awareness of up-to-date trust projects and issues.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent organisational, communication and interpersonal skills • Leadership and management skills, calm, reliable and punctual • Team leader with ability to motivate and organise others. • Ability to use own initiative. • Evidence of managing and improving the patient experience. 	<ul style="list-style-type: none"> • Ability to direct junior staff and ensure the smooth running of the department
Other Job-Related Requirements	<ul style="list-style-type: none"> • Awareness of government targets • Highly motivated • Committed • Flexible • Willing to work in other areas of the Trust or Trust-wide as and when required to do so. 	

Role Descriptor: Band 6

In order to undertake the permanent band 6 post the following must have been achieved ❖

Completed Trust competencies.

- ❖ Mandatory requirements of the role
- ❖ First level registration with the Nursing Midwifery Council

Compulsory

- ❖ Communicate service information concerning patient's condition requiring, persuasive and reassurance skills
- ❖ Work independently
- ❖ Provide appraisals for Band 5, 4, 3 and 2 staff
- ❖ Provide training for other staff
- ❖ Discharge planning
- ❖ Assessment and investigation of patients concerns and complaints
- ❖ Ability to assist the nursing team with prioritisation of their workload
- ❖ Allocates, checks work of staff and clinical supervision of senior staff ❖ Problem solving
- ❖ Support project relating to patient care
- ❖ Care pathways
- ❖ Parents / Carer teaching
- ❖ Develop programmes of care packages
- ❖ Undertake audits
- ❖ Able to deal with distressed relatives, care of end of life needs for patients
- ❖ Co-ordination of the shift and the effective running of the ward
- ❖ Sickness management in line with HR process
- ❖ Deputise for Band 7
- ❖ Personal Care including catheter care (if required)
- ❖ Nutrition and Hydration support
- ❖ Knowledge and understanding of safeguarding / MHA/MCA in adults and children
- ❖ Chaperoning / support to other health care professionals
- ❖ Setting up clinic rooms
- ❖ Preparing notes for clinic
- ❖ Completion of outcome forms
- ❖ Collect specimens (*routine bodily fluids only*)
- ❖ Moving and handling
- ❖ Documentation
- ❖ Environmental maintenance
- ❖ Cleaning equipment / environment in line with IP&C guidance
- ❖ Performing care in line with risk assessments
- ❖ Escort to other departments
- ❖ Instigate Emergency procedure
- ❖ Completion of accident / incident forms
- ❖ Promote person centred values and provide support for patients wellbeing and fulfilment
- ❖ Observations (*Blood pressure, Pulse, Temperature, Respirations and SOS*) ❖ ANTT
- ❖ Recording an ECG which should immediately be given to a register practitioner

- ❖ Escort to different departments or arranged Blood Glucose Monitoring Basic Stoma Care
(long term, existing stomas unless level 3 stoma care award achieved)
- ❖ Able to deal with distressed relatives, care of end of life needs for patients

Once all compulsory elements have been met the individual band 6 can then decide with their manager to undertake additional skills / tasks relevant to their area of work. The individual band 6 must attend all relevant training and have a completed Trust competency before practising unsupervised. Once assessed competent the individual band 6 must not perform a skill / task unless it has been delegated to them by a registered practitioner on each occasion.

These are the permitted tasks / skills (this list is not an exhaustive list):

- ❖ Cannulation
- ❖ Male/ Female/ Suprapubic Catheterisation
- ❖ Safe Swallow
- ❖ Medication as per Trust policy on safe administration of medicines
- ❖ Tracheotomy Management
- ❖ Suctioning
- ❖ Mentorship
- ❖ Feeding through an NG tube
- ❖ Passing NG tubes (Paediatrics)
- ❖ Complex wound management including compression bandaging and packing wounds
- ❖ Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions and removal of sutures
- ❖ Disciplinary work
- ❖ Deputise for the Senior Sister
- ❖ Mentoring of staff
- ❖ To complete incident forms where an untoward incident occurs
- ❖ ECG recording and interpreting
- ❖ Provide and receive complex, sensitive/highly complex information
- ❖ Communicate sensitive/highly sensitive condition related information to patients, relatives, empathy and reassurance
- ❖ Contributes to the development of specialist protocols where necessary
- ❖ Designs audits and carries out audits as part of quality assurance
- ❖ **There is a list of clinical skills / competencies that are relevant for each specific area**