

**YORK AND SCARBOROUGH TEACHING HOSPITALS NHS FOUNDATION
TRUST**

GENERIC JOB DESCRIPTION

DEPUTY SISTER

BAND 6

Job Title:	Deputy Sister / Charge Nurse
Reports To:	Sister
Accountable To:	Matron
Grade:	Band 6
Unit/Department:	Ward 24
Location:	York Hospital

JOB PURPOSE

The job holder will play an essential role assisting the Sister/Charge Nurse in teaching the nursing teams throughout the 24 hour period.

As an experienced nurse, the job holder will co-ordinate activities on the ward/department ensuring effective communication is maintained at all times, providing support to qualified and unqualified nurses within the ward/department. He/she will play a key role in the assessment of patient care needs and the development, implementation and evaluation of programmes of care.

The job holder will act as a role model, promoting quality evidence-based practice, developing the nursing team and ensuring effective management of the ward/department in the absence of the Senior Sister/Charge Nurse.

The post holder will work in partnership with the Ward / Department Sister and the team to ensure that high standards of nursing care are provided at all times. This includes ensuring that standards of hospital cleanliness are maintained on their ward/department and are met at all times.

JOB DIMENSIONS

The jobholder will work within an environment caring for **24** patients.

The jobholder will support the Sister/Charge Nurse in the day to day management of approximately **30** whole time equivalent nurses and support staff.

CORE VALUES

- Commitment to delivering high quality evidence based care
- Commitment to working in a multi-disciplinary team
- Commitment to the clinical area, valuing the contribution of all team members, encouraging a positive and creative working environment
- Commitment to own development and the development of junior staff

CORE BEHAVIOUR AND SKILLS

- Teaching and assessing skills
- Communication skills
- Time management skills
- Preceptorship skills
- Understanding of research based practice – research conscious
- Team player
- Ability to act professionally at all times
- Understanding of the process of change

CORE KNOWLEDGE AND UNDERSTANDING

- An understanding of the organisational structure and working practices of the organisation
- Understanding of the local and national nursing agenda
- Awareness of York Hospitals Trust guidelines and policies

PRINCIPAL DUTIES AND AREAS OF RESPONSIBILITY

- **Clinical**
 - Maintain a high standard of patient focused care in accordance with York Hospitals NHS Trust guidelines and policies
 - Act as a role model for the development of clinical skills and knowledge within the ward team
 - Maintain a safe and clean working environment
 - Support the Sister/Charge Nurse in setting and monitoring standards and seek to continuously improve standards and the quality of patient care, including those standards defined in the National Benchmarks for Essential Care
 - Provide assessment, planning, implementation and evaluation of nursing care for patients, ensuring written records are kept
 - In conjunction with the Sister/Charge Nurse ensure management of clinical services and efficient deployment of staff according to service needs.

- Demonstrate personal responsibility for compliance with infection

control policies and procedures

- **Education and Training**

- Contribute to the promotion of a positive learning environment within the clinical area
- In conjunction with the Sister/Charge Nurse ensure all staff have an individual performance development plan
- Ensure both self and team members achieve annual mandatory training requirements
- Participate in preceptorship and mentorship programmes
- Undertake continuous professional and clinical development, seeking opportunities to enhance skills

- **Managerial**

- Working with the Sister/Charge Nurse provide leadership to the clinical team, developing new rotas/ways of working
- Support the Sister/Charge Nurse in staff rostering, ensuring adequate skill mix
- In conjunction with the Sister/Charge Nurse closely monitor bank and agency usage
- Support the Sister/Charge Nurse in investigating and responding to accidents, complaints, untoward incidents and other significant events
- Work with Matron/Sister/Charge Nurse to promote the development of nurses undertaking the CNO "Ten Key Roles" as considered appropriate
- Deputise for the Sister/Charge Nurse in her/his absence.

HEALTH AND SAFETY/RISK MANAGEMENT

All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with the York Hospitals NHS Trust Policies, including Health and Safety policies, in particular by following agreed safe working procedures, and reporting incidents using the Trust Incident Reporting system.

EQUALITY AND DIVERSITY

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

PATIENT AND PUBLIC INVOLVEMENT

The Trust has a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback.

TRAINING AND PERSONAL DEVELOPMENT – CONTINUOUS PROFESSIONAL DEVELOPMENT

The jobholder must take responsibility, in agreement with his/her line manager, for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The job holder will undertake all mandatory training required for the role.

RESPECT FOR PATIENT CONFIDENTIALITY

The job holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

COMMUNICATION AND WORKING RELATIONSHIPS

- Matron
- Sister/Charge Nurse
- All grades of nursing staff
- Allied Health Professionals
- Medical staff
- Facilities staff

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder will observe all the relevant Infection Prevention and Control policies in carrying out their duties.

The post holder will have, or acquire through training provided by the Trust, the appropriate level of safeguarding and child protection knowledge, skills and practice required for the post and be aware of and comply with the Trust's safeguarding and child protection policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment

relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- **Health & Safety:** Under the Health and 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 at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- **Fire:** The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

The post holder will uphold and support York Teaching Hospital NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly'.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make a change on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any change will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

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PERSON SPECIFICATION

DEPUTY SISTER

Criteria	Essential	Desirable	Evidence obtained From:
Qualifications	Registered Nurse (Level 1) Recognised teaching/assessing qualification		Application form NMC
Experience	At least 2 years at Band 5 or equivalent Clinical audit and standard setting Working with a wide range of professionals		Application form Interview
Training	Evidence of continued professional development and implementation in clinical practice within the last 12 months	Understanding of training needs in relation to post	Application form Interview
Special Knowledge	Insight into clinical speciality Insight into current issues in nursing/ professional issues Standards of professional practice		Application form Interview
Personal Attributes	Professional and patient focused Flexible, adaptable, capable of lateral thinking Excellent interpersonal skills		Interview
Skills	Ability to communicate effectively with a multi-disciplinary team	Recruitment and selection	Application form Interview

	Ability to teach, supervise and assess qualified and unqualified staff Time management skills Clinical leadership		
Other requirements	Able to fulfil Occupational Health requirements for post		Occupational Health Screening