

JOB DESCRIPTION

TITLE: Sister

Band: Band 6

Managerially Accountable to: (Managerially) Ward Manager

(Reporting) Ward Manager

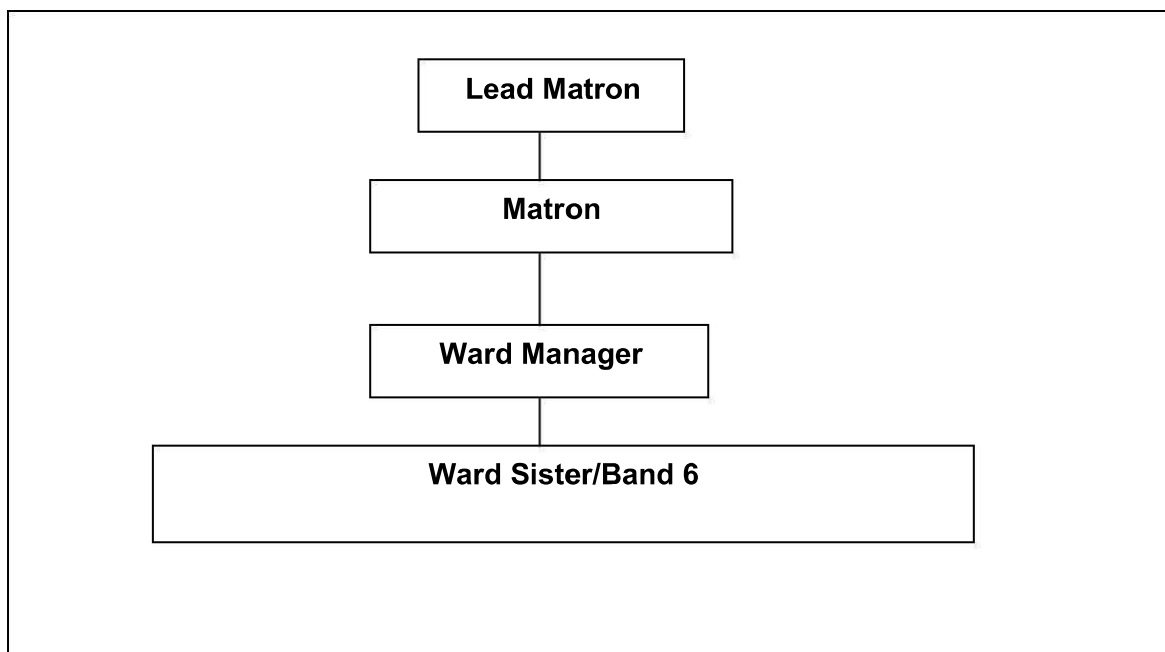
Professionally Accountable to: (Professionally) Matron

(Clinical) Ward Manager

Qualifications:

First Level Registration
Assessor Qualification e.g.
Mentorship Module D32/33
Desirable Qualified in
Speciality to Diploma/Degree
Level or studying towards
relevant qualifications in
above.

ORGANISATION CHART:



Job Summary:

The post holder is responsible for maintaining high standards of care within the ward and will regularly take charge of co-ordinating the ward in the absence of the ward manager; they will lead shifts and have designated responsibilities from the ward manager as part of their portfolio.

Main Duties:

The post holder is expected to:

- Participate in the overall management of the ward including nights in conjunction with the Ward manager.
- Take the lead for education and training of ward staff.
- In co-ordination with the Ward Manager promotes delivery of high quality research based nursing care.
- Participate in the implementation and monitoring of programmes of care.
- Responsible for promoting effective and efficient utilisation of available resources.
- To facilitate an environment conducive to learning and professional development.
- Ensure that Trust policies and directives are adhered to at Ward level.
- Act in accordance with the Nursing & Midwifery Code of Conduct (NMC) Deputise for the Ward Manager as required.

Management:

The post holder is expected to:

- Ensure effective communication with all members of the multidisciplinary team.
- In accordance with the NHS and Community Care Act (1990), ensure that discharge planning for all patients is commenced on admission and involves all members of the Multidisciplinary Team.
- Take the lead and compile duty rotas for nursing staff with attention to efficient and effective skill mix.
- Be responsible for co-ordinating holiday leave, study leave and training.
- Be involved in the investigation of complaints from patients, relatives, other staff and members of the public in accordance with Trust policy.

- **Ensure the correct handling, storage, maintenance and utilisation of drugs, equipment and supplies.**
- **As a senior nurse on the unit advise staff in the absence of the Ward Manager.**
- **Be responsible for ensuring that standards in the clinical area are in keeping with the NMC Code of Conduct.**
- **Participate in departmental and professional group meetings as required, and lead on other groups as directed by the Ward Manager.**

Professional:

The post holder is expected to:

- **Act as a resource for other Unit personnel, providing advice, nursing expertise and specialist knowledge as required.**
- **Be responsible for maintaining his/her own professional status and ensuring that the NMC's requirements for registration are adhered to.**
- **Participate in the Trust delivery of Essence of Care, Saving Lives Program and 'High Quality for all,' (Lord Darzi, June 2008)**

Personnel:

The post holder is expected to:

- **Participate with the recruitment and selection of staff in liaison with the Ward Manager.**
- **Assist the Ward Manager in formulating a programme of appraisal for ward staff with provision of individualised training and development plans.**

Education & Training:

The post holder is expected to:

- **Take the lead in education and training of pre and post registered students including preceptorship of newly qualified staff, cadets and Health Care Assistants undertaking NVQ training.**
- **Participate in the management provision of leadership experience and expertise on the ward.**
- **Be responsible for pursuing his/her own professional development.**
- **Assist with the development and up-dating of patient education and health promotion programmes for patients/relatives/carers.**

- **Assist to provide a good learning environment for both pre and post registration nurses, NVQ candidates and other learners.**
- **Actively encourage continuous development of nurses, providing suitable learning opportunities on the ward.**

Research:

The post holder is expected to :

- **Promote and assist with the implementation of research based practice.**
- **Demonstrate commitment to develop own research skills.**
- **Disseminate current research ideas and areas for further investigation.**
- **Be receptive and supportive towards the research plans of others.**
- **Participate and contribute to clinical audit and multidisciplinary research.**

Individual Responsibilities:

The post holder is expected to:

- **adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies**
- **attend mandatory training as identified by the Trust**

Confidentiality:

All Trust staff and contractors working for the Trust have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended.

The disclosure and use of confidential patient information needs to be both lawful and ethical.

Information Governance:

Trust staff must keep up-to-date with the requirements of Information Governance and must follow Trust policies and procedures to ensure that Trust information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment with the Trust, making the records available for sharing in a controlled manner, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldicott guidelines). If you are required to make entries into health records, you must ensure these entries are legible and attributable, and that record keeping is contemporaneous.