

## Job Description

<b>Position:</b>	<b>Sister / Charge Nurse Paediatrics</b>
Division:	Women and Children's Health Division
Responsible to:	Ward Manager
Responsible for:	Health Care Assistants / Nursery Nurses / Band 5 nurses
Reports to:	Ward Manager
Salary:	AFC
Band:	Band 6
Location:	Paediatric Department, East Surrey Hospital, Redhill
Hours of Work:	As per contract (Including nights and weekends)
Disclosure required:	Yes

### Job purpose

To lead in the delivery of professional nursing care to children, ensuring the highest possible standards of care are received by children and their families / carers while on the unit. To assist the Ward Manager and deputise as appropriate in their absence. To act as an excellent clinical role model and team leader to all staff.

### Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

<b>Dignity and Respect:</b> we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	<b>One Team:</b> we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
<b>Compassion:</b> we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	<b>Safety and Quality:</b> we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

## Our objectives

1. **Safe** – Deliver standardised, safe, high quality care, which pursues perfection and puts SASH in the top 25% performers nationally.
2. **Effective** – As a teaching hospital, deliver effective and sustainable clinical care, which focus on outcomes, innovation and technology.
3. **Caring** – Develop the compassionate care we provide in partnership with patients, staff, families, carers and community services.
4. **Responsive** – Be the hospital of choice for our local people delivering services in response to the needs of our population.
5. **Well led** – Be a high quality employer that focuses on staff health and wellbeing and delivers patient-centred, clinically-led, efficient services.

## Key working relationships

Ward Manager, medical staff, Nursing Colleagues, Health Care Assistants, Nursery Nurses, Outside Agencies

## Main duties and key responsibilities

### Communication and relationships

- (a) Deputises for the Ward Manager and liaises with members of the multi-professional team both within the organisation and with external stakeholders, to ensure care is delivered to the client both effectively and efficiently.
- (b) Communicates proactively with all staff on the clinical condition and treatment of children and ensures accurate nursing records are maintained by all staff.
- (c) Actively involves others in communications between children and their families and the multi-professional team both within the organisation and with external stakeholders and ensures excellent communication.
- (d) Leads and supports others in co-ordinating the discharge process and ensures written as well as verbal advice is available to children and their families / carers.
- (e) Acts as an advocate for the children and their families.
- (f) Actively involves children and their families in their care and treatment and ensure they receive appropriate information related to their care.
- (g) Is actively involved in the dissemination of information to all staff e.g. team brief, ward meetings,
- (h) Acts as an ambassador/role model for the organisation and the Nursing Profession.

### **Knowledge, training and experience**

- (a) Has well developed clinical understanding and practices with effective assessment skills.
- (b) Maintains a continuum of personal and professional development in accordance with the NMC.
- (c) Provides clinical advice as required to staff, carers and junior colleagues which promotes clinical practice that reduces risk to patients.
- (d) Communicates national and local policies and initiatives which impact on child and family care eg. SaSH clinical governance strategy; NICE guidance and is able to demonstrate their application in the ward
- (e) Knows how to access and direct others to Trust and departmental policies and procedures.
- (f) Ensures that safeguarding knowledge is current and all procedures are followed in accordance with safeguarding policy.

### **Analysis, planning and organising**

- (a) Initiates emergency treatment where necessary and coordinates other staff in this process.
- (b) Assesses direct admissions, provides triage skills and initiates treatment by medical staff
- (c) Is aware of emergency procedures to follow and ensures that students / junior colleagues are educated accordingly.
- (d) Leads others in the assessment, planning, delivery and evaluation of care of children admitted to the ward in accordance with Trust and departmental policies.
- (e) Plans duty rotas to meet the requirements of the clinical area and the needs of the patients and takes into account skill mix requirement in relation to acuity and dependency.
- (f) With due regard to Risk Management policies and procedures, is actively involved in maintaining a safe environment for children and their families/ carers and staff.

### **Responsibility**

- (a) Is responsible for leading and coordinating the ward in the absence of the Ward Manager.
- (b) Takes delegated responsibility for ensuring the maintenance of high standards of nursing care.
- (c) Ensures that all medical and emergency equipment is kept in a safe condition and is ready for use when required, and that faulty equipment is reported and/or replaced as necessary.

- (d) Assist the Ward manager to ensure that all staff have access to mandatory training (including training in relation to equipment used)
- (e) In conjunction with the ward manager, ensures that an annual Training Needs analysis is undertaken, which is communicated to the Practice Development Nurse.
- (f) Collects and collates information as required.
- (g) Participates and Leads in Nursing and Clinical Audit on the ward.
- (h) Ensures evidence based, innovative practice in the delivery of nursing care and supports others in the implementation of changes identified to improve care.
- (i) Develops and evaluates clinical protocols in collaboration with the multi professional team.
- (j) Ensures the application of local standards, policies and philosophies which further the philosophy of woman centred, individual and evidence based care for all patients.
- (k) Actively manages resources; human, material and financial.
- (l) Participates in the performance development review process

‘All employees with staff management responsibilities have a duty to ensure staff under their management a structured annual appraisal with accompanying personal development plans’

### **Physical/mental/emotional effort**

- (a) Following appropriate preparation, act as a mentor to pre-registration students. Supports associate mentors and those on the staff nurse development pathway
- (b) Ensures the privacy, dignity and confidentiality of the children and their families / carers and colleagues is respected at all times.
- (c) Communicates sensitive/difficult information and subsequent support of the children and their families, relatives, carers and colleagues as appropriate.

### **Freedom to act**

- (a) Contributes to the development of policies, procedures and guidelines as appropriate.
- (b) Ensures own and others practice is in line with NMC Code of Professional Conduct at all times.
- (c) Ensures own and others professional/educational/training needs are identified and maintains own mandatory and professional updating in order to maintain clinical and professional

credibility. Keeps professional portfolio up to date.

- (d) Will act as a link nurse for a particular area of practice and feed back information/developments to colleagues to ensure a consistent evidence based approach to care

### **Working conditions**

- (a) Ensures that the ward is clean by making regular checks as appropriate to maintain a high standard and liaises with the housekeeping services manager on behalf of the Ward Manager as required.
- (b) Assists in the preparation for any external audits or inspections e.g. CQC

### **Management function**

- (a) Liaises with all members of the multi-professional team to ensure effective communications are maintained within the department.
- (b) Facilitates staff meetings, including team briefings and reads professional/managerial information as required.
- (c) Orientates new junior staff to the ward and helps to plan their induction programmes.
- (d) Actively promotes legislation and responsibilities under the Health & Safety at Work Act. Is aware of and follows policies and procedures with regard to patients, themselves, other members of staff, equipment and the general public.
- (e) Assists in the investigation of complaints and clinical incidents as required, submitting statements in a timely manner
- (f) Represents team and organisation at professional meetings as requested and feeds back information appropriately.
- (g) Supports the education and development of all staff including students. Takes part in education and training programmes appropriately and feeds back knowledge gained.
- (h) Is 'customer aware' and deals at all times appropriately ie. professionally and politely with all 'customers' whether patients, their relatives, carers, other members of staff or the general public.
- (i) Liaises with senior/managerial staff to bring to their attention any problems identified.
- (j) Promotes the principles of Improving Working Lives amongst the team ensuring fairness and equity.

## Key attitudes and behaviours

- Is customer aware and deals at all times appropriately (i.e. professionally and politely with all 'customers' whether patients, relatives, carers, other members of staff or the general public)
- Flexibility in shift/working patterns to meet the needs of the service
- Is able to participate as a team member
- Is of good health and good character as per NMC requirements
- Willing to accept additional responsibilities as delegated by senior staff

**This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.**

## General

### Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:



- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

### **Safeguarding children and adults at risk of abuse**

All Trust employees have a responsibility to safeguard and promote the welfare of children and adults at risk of abuse. As such, you have a duty to familiarize yourself with the Safeguarding Adult and Children policies available via SASHnet.

### **No Smoking Policy**

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

### **Research**

The Trust manages all research in accordance with the UK Policy Framework for Health and Social Care Research. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards.

### **Intellectual Property**

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

### **SASH+**

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Essential	Desirable	Evidenced by
Qualifications		
Completed and obtained RN / RN Child and has current live PIN on NMC register  Mentor course / 998 or equivalent IV course EPLS	Degree  RCN Leadership Programme  Venepuncture and cannulation	Application & Interview
Experience		
Minimum of 2 years’ experience at Band 5 within an acute paediatric setting  Evidence of excellent interpersonal skills  Experience of supervision of others  Developing skills in leadership and management		Application & Interview
Knowledge, Skills and Competencies		
Evidence of understanding and insight into current issues in Paediatrics and NHS  Evidence of appropriate knowledge base  Is aware of responsibility in relation to NMC Professional Code of Conduct  Excellent communication skills  Excellent written and spoken English  Evidence of self development  Ability to problem solve, anticipate and forward plan  IT Literate		Interview  Application & Interview  Interview  Interview  Application & Interview  Portfolio  Interview



Knowledge of Clinical Supervision		
<b>Behaviours and Values</b>		
Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per NMC requirements Willing to accept additional responsibilities as delegated by senior staff Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality		Application and Interview