

Job Description

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

Job Title:	Deputy Sister/Charge Nurse
Band:	6
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Ward Sister
Accountable to:	Chief Nurse

<p>Job Summary</p>	<p>Responsible for the assessment, planning, implementation and evaluation of programmes of evidence based nursing care to a group of patients.</p> <p>Leadership and supervision of others carrying out all aspects of the caring process.</p> <p>Deputise and take charge of the given area regularly in the absence of the Sister / Charge Nurse who has 24 hour accountability and responsibility.</p> <p>Actively contribute to setting and maintaining high standards of quality nursing care. Participate in the effective clinical leadership and management of the team.</p> <p>Actively contribute to the improvement of services and the quality of care provision to meet the needs of patients, service users and their families.</p> <p>Act as a role model, mentoring, teaching, assessing and supporting students and learners on placement and participate in the education, development and mentorship of other staff.</p>
<p>Budget</p>	<ul style="list-style-type: none"> • Work within the financial budget allocated to your speciality, in collaboration with the line manager, General Manager and Head of Nursing. • Promote improvements of quality and clinical effectiveness within resource constraints. • Deliver any relevant clinics for your service, to meet performance targets within speciality.

<p>Staff</p>	<ul style="list-style-type: none"> • Act as a positive role model through the provision of effective professional leadership for relevant clinical areas and
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	<p>demonstration of competent and accountable clinical practice.</p> <ul style="list-style-type: none"> • Act as an adviser/educator and role model to less experienced doctors, nurses and therapists (MDT) to ensure appropriate care is planned, implemented and evaluated. • Be accountable for one's own professional practice and professional development and ensure registration and compliance with the NMC and the Code of professional Conduct or other relevant regulatory body for the discipline. Support junior members of staff to do the same. • Facilitate supervision of post-registration health professionals, students and all learners wishing to extend their knowledge of your speciality. • To participate in cross-site working to deliver equitable care, regardless of hospital site, for all patients within the scope of specialism.
Policy	<ul style="list-style-type: none"> • Demonstrate knowledge of contemporary clinical practice. • Participate in the development of new policies and guidelines. • Develop agreed care protocols, including shared/joint care, in conjunction with other members of the multi-disciplinary team.
Communications	<ul style="list-style-type: none"> • Improve multi-disciplinary collaboration through effective communication/working with all healthcare professionals within the multi-disciplinary team. • Support effective multidisciplinary teamwork and communication between health, social and voluntary organisations to deliver co-ordinated, seamless care, through the use of complex communication skills. • Promote and market the activities of the service both internally and externally (where appropriate) contributing to the sharing of good practice ideas/ learning • Communicate highly sensitive complex information to patients and or relatives, using appropriate language. • To support patient and family to become active participants in care rather than recipients, encouraging shared goals and self - management where appropriate.

KEY WORKING RELATIONSHIPS

- Refer to other disciplines/professionals unsupervised
- Accept direct referrals from other disciplines/professionals unsupervised.

- Participate in implementing policy and cascading information to members of the multi-disciplinary team, highlighting any changes.
- Represent the specialty team in appropriate meetings.
- Contribute to relevant reports both internal and external to the Trust.
- Build collaborative relationships with teams and colleagues across local, and regional organisations
- Maintain links with the appropriate Higher Education facilities such as Universities, via the link tutors and provide external training as required.

KEY RESULT AREAS

Service Delivery & Development

Work autonomously, providing an effective nurse-led service as needs dictate.

Demonstrate comprehensive holistic assessment of patients utilising a variety of advanced clinical skills, while acting as a role model, in line with the Clinical Nurse Specialist role for the service.

To assess and diagnose specific symptoms within your scope of practice. Advise medical and nursing staff and/or prescribe medications according to patients' requirements, writing a record in the medical notes and reassessing according to the individual patient needs.

Provide an effective and accessible telephone advice service for patients and families and their carers.

Support innovations and change related to improvement of clinical services in relation to the speciality.

To participate in reviews of performance against Key Performance Indicators and co-operate in addressing areas of concern, in conjunction with the multi-disciplinary team.

Collaborate in the development and monitoring of a job plan to ensure role and personal effectiveness.

Governance

Participate in effective monitoring of performance against national and local indicators and any other reporting requirements. The post holder will be expected to be familiar with all local and NIHC guidance relevant to the speciality.

To maintain an accurate and effective record keeping system; assist in collecting statistical data and writing reports on a regular basis and present to appropriate forums within and external to the Trust.

Assist with the management of complaints, review services and assist with Serious Incident (SIs) root cause analysis (RCAs) in conjunction with senior team.

Patient/Customer Service

Independently discharge patients from nurse-led clinics within agreed protocols and follow up (as per service requirement).

Utilise advanced skills of assessment, interpreting complex psychological, physiological, emotional, spiritual and cultural needs.

Enable patient choice and involvement and initiate appropriate action.

Participate in specialised programmes of care and ensure each patient is placed in the correct treatment pathway at the appropriate time and that necessary investigations and treatments are organised.

Responsible for ensuring that consistently high standards of customer service are delivered by all members of team.

Respond to highly complex/demanding patient situations.

Recognise when the situation exceeds scope of practice, and seek appropriate senior support in a timely and effective manner, acting at all times in the best interests of the patient.

Research

Assist in the preparation of reports and audits as required for your speciality and feed back at relevant senior meetings eg Quality and Safety meetings, CMG board, NET meetings.

To participate in any research projects conducted in the clinical area as appropriate

GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

Person Specification

Post: Deputy Sister/Charge Nurse

Band: 6

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview
Training & Qualifications	<p>Current NMC registration with no restrictions to practice</p> <p>Degree level education</p> <p>Specialist training relevant to role. To include diploma level specialist training/short courses.</p> <p>Acts as a Clinical Role model and as a Mentor, Assessor and Support for learners within the ward or unit</p>	<p>Degree with relevance to specialism</p> <p>Qualification in Teaching/mentoring</p>	<p>A</p> <p>A</p> <p>A</p>
Experience	<p>Demonstrates a high level of clinical experience.</p> <p>Good understanding of clinical</p>	<p>Audit experience/ research skills</p> <p>Experience of patient and public involvement in service delivery</p>	A,I

	governance Knowledge of NHs plan and national nursing strategies and role of departmental sister in their implementation. Extensive post registration experience, including some at senior ward level.		
Communication and Leadership skills	Evidence of successful change management Ability to prioritise Use initiative and has the ability to lead and co-ordinate a multi-disciplinary team. Dynamic, challenging individual, able to lead a team. Good verbal and written skills. Able to influence other professional groups. Effective communicator and negotiator. Act as clinical role model and support for all multidisciplinary learners within the ward / unit.		A,I
Analytical and Judgement skills	Evidence of participation in or		I

	having undertaken research/audit		
Skills	Evidence of managing/leading change		I
Planning and organisation skills	Able to organise own workload Able to plan and delegate roles to others as appropriate		I
Equality and Diversity	Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.		