

JOB DESCRIPTION

Job title:	Community Sister / Charge Nurse
Grade:	6
Directorate:	Operations
Division:	Adult Services
Service:	Overnight Nursing Brighton & Hove

1. Sussex Community NHS Trust's Values

At Sussex Community Foundation NHS Trust we believe in excellent care at the heart of the community. We encourage and expect all staff to actively promote and adhere to the Trust's values in every aspect of their work.

**Compassionate
Care-**

Caring for people in ways we would want for our loved ones

**Achieving
Ambitions-**

For our users, for our staff, for our teams, for our organisation

**Working Together
-**

As a team forging strong links with our patients, the wider public and our health and care partners, so we can rise to the challenges we face together

**Delivering
Excellence-**

Because our patients and partners deserve nothing less

2. Job Summary

The Community Sister/Charge Nurse will work autonomously to deliver safe, caring and efficient care between the hours of 20.00 - 08.00hrs to patients within the Brighton & Hove catchment (with cover to East Sussex between the hours of 20.00-22.00). The aim is to provide assessment, care and treatment to patients requiring Out of Hours nursing care based from Brighton General Hospital. Calls will be triaged by One Call and streamed to OOH GP or community services as appropriate. The Sister/Charge Nurse must be multiskilled in assessing patient needs, recognise the abnormal, provide appropriate nursing interventions or refer to other professional for follow up. This process may be in the Community setting or may involve providing interventions in a variety of community hospitals. They may also receive referrals from SECAMB or A&E department for admission avoidance. The service also provides urgent support/training for nursing and rest homes. The post holder will demonstrate a comprehensive knowledge base to promote excellence in nursing practice within this dynamic health care field. Care will be delivered to meet individual patient needs in a timely manner

3. Communication and Working Relationships

- 1) Patients & Carers
- 2) One Call Coastal
- 3) Other Overnight Services
- 4) Members of the multidisciplinary Team ie. AHPs
- 5) Overnight Operational Team Lead & CNLs
- 6) OOH GP's, other Community professionals including community hospitals
- 7) SECAMB
- 8) Secondary Care
- 9) Social Services, Voluntary Sector, Independent Sector

4. Key Responsibilities

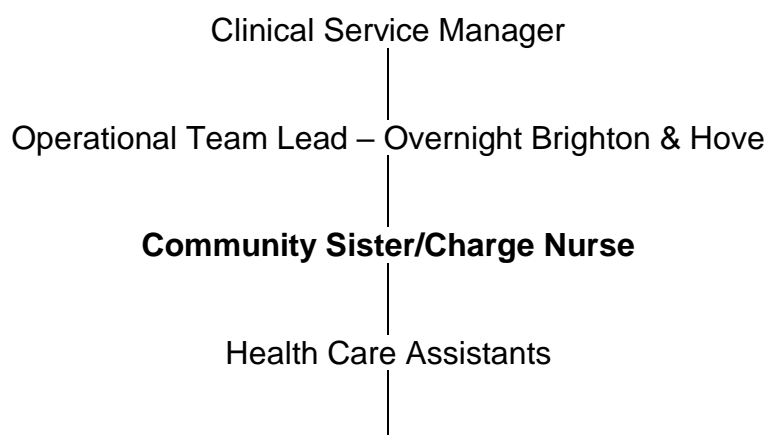
- a) Assist as delegated by the Operational Team Lead/CNL with recruitment, appraisal, risk assessment & performance management processes.
- b) Assume as delegated responsibility for organising team meetings to facilitate good communication and agenda setting as required. Keep accurate records of team meeting minutes and sharing as appropriate with team members.
- c) Assume delegated responsibility for supervision of team members including accurate documentation as evidence SCT policy has been adhered to. This will include clinical and 1-1 supervision.
- d) The post Holder will remain aware of the Trust financial position and the implication to service delivery, the cost of equipment/supplies and meet the needs of the patient and service in a cost effective way.
- e) Accept delegated responsibility for management of the rota, booking of staff as & when needed.

5. Main Tasks

- a) As a clinician your role will include patient assessment, comprehensive history taking and physical examination whilst working in conjunction with both patients and colleagues to recognise abnormal presentation and diagnose problems.
 - 1) Record a comprehensive history and physical examination, including patient's psycho-social needs, to underpin instigating therapeutic treatments aimed at improving their health outcomes.
 - 2) Be able to use triage skills to prioritise urgent and routine nursing care in a timely manner and achieving the Service KPI's.
 - 3) Provide support and training to nursing homes and their staff where needed.
 - 4) Be responsible and accountable for assessment and treatment of patients using the clinical support systems and within agreed protocols and guidelines.

- 5) Use professional skills and clinical knowledge to identify subtle changes in an individual's condition and take appropriate action.
- 6) Recognise abnormalities and refer as necessary to the following: Minor Injury, Minor Illness, Health & Welfare Advise, Child Protection, Vulnerable Adults, Mental Health, Long Term Conditions, Life threatening conditions.
- 7) Liaise with OOH GP ensuring there is effective communication.
- 8) Liaise with SECAMB and A&E to identify where admission may be avoided.
- 9) Challenge professional and organisational boundaries, identifying where changing or developing clinical practise would further improve individual care and health outcomes.
- 10) Remain responsible for keeping accurate and legible contemporaneous records, to include use of designated IT systems.
- 11) Be accountable for their own practise
- 12) Be responsible for effective cost control regarding and care of equipment and supplies.
- 13) Be responsible for maintaining one's own standards of professional practise and competency, ensuring that they continue their own self development and professional growth.
- 14) Identify children and adults at risk of abuse/domestic violence, ensuring that relevant protection procedures are followed.
- 15) The Band 6 Co-Ordinator will be highly skilled in a number of extended roles in order to deliver autonomous care, examples of these include:

6. Organisation Chart



7. Flexibility

- a) This job description is intended to provide a broad outline of the role. The postholder may be required to carry out other duties commensurate with their banding and competence. Flexibility is essential for this post and attendance outside of your rolling rota will be needed to facilitate communication with Day staff and manage caseload issues.
- b)

8. Policies and Procedures

- a) The postholder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

9. Confidentiality and Data Protection

- a) The postholder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times.
- b) The postholder must comply with all Trust information and data protection policies at all times. The work of a NHS Trust is of a confidential nature and any information gained by the postholder in their role must not be communicated to other persons except where required in the recognised course of duty.

10. Health and Safety

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

11. Equality and Diversity

- a) Sussex Community NHS Trust is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

12. Use of Technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the Trust. Necessary training will be provided.

13. No Smoking Policy

- a) Sussex Community NHS Trust operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

14. Professional Registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

15. Infection Prevention and Control

- a) Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections.

16. Safeguarding Children, Young People and Vulnerable Adults

- a) Sussex Community NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

17. Quality

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care and patient-centred care.

Author	Simon Palmer: Operational Team Lead, Overnight Service
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