

JOB DESCRIPTION

POST: Sister / Charge Nurse

DEPARTMENT: Children's Community Complex Care Team

GRADE: 6

HOURS: 30

"30 hour post available but full time would be considered for the right candidate".

RESPONSIBLE TO: Head of Service

LIAISES WITH: Team Leader

RESPONSIBLE FOR: Complex Children Citywide

WORKBASE: Click or tap here to enter text.

JOB PURPOSE

To support the team leader in the nursing management of the complex care caseload. This will include the assessment, planning, implementation and evaluation of nursing care for children with complex health needs within the community.

There will be a responsibility within a self rostered rota to ensure support is provided to continuing care packages in flexible manner where required i.e evenings weekends and bank holidays.

To support the team leader with operational line management of the team.

To assist in the training programme to ensure all team members are clinically competent and support wider learning across the Childrens community nursing services. .

To support Childrens Continuing Care Assessment and Review including Personal Health Budgets.

The post holder will demonstrate leadership and delegation skills to ensure holistic care is delivered. To take charge in the absence of the Team leader including day to day management of the senior care assistants and Nursing Associates

MAIN DUTIES & RESPONSIBILITIES Clinical functions

1. To assess, plan, implement and evaluate programmes of care in accordance with the Trust agreed clinical standards.
2. To promote clinical excellence through principles of trust's philosophy.
3. To support the team leader in ensuring the compliance of quality assurance initiatives.
4. To participate in the identification of the health needs of the child with complex care needs in the community and to work in collaboration with other health care and multiagency workers to adopt a multi-disciplinary approach to health care and create seamless care.
5. To develop the role of the community children and young person's complex care team in accordance with the needs of the client group, the service and the NMC
6. To be responsible for a designated area of practice as agreed by the team lead/ manager.
7. All patient care records are documented in line with Trust policy in the appropriate format.
8. To adhere to infection control policies and procedures.

Personal

1. Participate in the induction and orientation of newly appointed staff.
2. To be proactive in undertaking one to one, appraisals and regular debriefs regarding caseloads with the team.
3. Attend Complex care team meetings and wider childrens community service meetings as required.
4. Undertake mandatory training and any other training relevant to the role and as required by the Trust.

Education and training

1. To recognise and identify educational needs of self and team members and wider Childrens community nursing services. To support the team leader in the encouragement of a learning environment.
2. To maintain personal and professional development and participate in the annual PDP process
3. You will be actively involved in practice developments and training of students and staff.
4. You will ensure that policy and practice is developed and delivered in line with Trust and National best practice standards.
5. You will have a key role in influencing the development of specialist nursing care by sharing up to date knowledge and skills

Research

1. Maintain awareness of current development in nursing relevant to the client group by attending study days and reading available literature
2. Liaise with the team leader to identify areas of research relevant to the client group by attending study days and reading available literature.

3. Participate in Trust research projects
4. Initiates evaluation of current nursing practice and be actively involved in audit process.

Managing resources

1. Ensuring that most efficient use of resources is maintained at all times. Undertake regular inventory of consumables and work with Team leaders across the childrens community

Managing people

1. Promote good communication links at all times verbally or in written form.
2. Support the team leader in the resolution of conflict in accordance with Trust procedure and ensure that any breach of procedure is reported to the team leader as soon as possible.
3. Maintain effective discipline amongst staff and students, reporting any problems to the team leader.
4. Promote positive team working within the team and wider childrens community services.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

ORGANISATIONAL CHART

Lead Nurse
Lead Manager
Head of Service
Team Leader
Sister / Charge Nurse