

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Deputy Ward Sister / Charge Nurse

Grade: 6

Division: Specialist Medicine

Location: Royal Cornwall Hospital

2. SUMMARY

- To help provide effective, professional nursing leadership and direction for the nursing workforce and wider ward / department team.
- With the support of the Charge Nurse / Sister, to be accountable for driving the Quality and Safety agenda, including the SAFER bundle.
- To be a highly competent, knowledgeable and visible practitioner ensuring the provision of excellent, evidence based for all patients / clients.
- To assist the Charge Nurse / Sister in ensuring the safe, effective and efficient management of all workforce and financial resources.
- To act as a role model and skilled practitioner to inspire excellence.
- To support the Charge Nurse / Sister in the recruitment and retention of a skilled, competent and effective nursing workforce.
- To assist the facilitation of all staff development within the team.
- To provide an innovative and progressive attitude to the continual improvement of patient care through research and evidence based practice.
- To undertake delegated responsibility in the absence of the Charge Nurse / Sister.
- To work with colleagues across the organisation to deliver the ambitions of the Trust's Strategic Plan.
- To work proactively with colleagues across the organisation to deliver the Trust values.
- To set a high standard of compassionate patient centred care.

3. DIMENSIONS

The Royal Cornwall Hospitals NHS Trust is the principal provider of acute care services in the county of Cornwall. It serves a population of around 400,000 people, a figure more than doubled by holidaymakers during the busiest times of the year. The Trust employs approximately 5,000 staff and currently has a budget slightly in excess of £291 million.

The Trust is responsible for the provision of services at three sites (comprising approximately 950 beds):

- Royal Cornwall Hospital, Treliske, Truro
- West Cornwall Hospital, Penzance
- St Michael's Hospital, Hayle.

The Trust has teaching hospitals status as part of the Peninsula College of Medicine and Dentistry. Keeping at the forefront medical advances, the Trust has led developments in many specialist areas. These include being the first centre in the UK to use CT simulation to plan all cancer treatments; one of the first major hospitals, away from a specialist heart centre, to carry out coronary angioplasty; and a leader in the introduction of new keyhole surgery techniques. The Trust's ITU department has some of the best clinical outcome statistics in the country. The hospitals were among the first in the UK to commission the filmless, digital xray system, PACS, allowing rapid processing of images that can be viewed by specialists at any NHS location.

Reflecting high standards of care, recent patient surveys have shown that more than 80 per cent of patients rated their overall experience of the services as very good or excellent.

The opening of the Knowledge Spa on the Royal Cornwall Hospital site has further enhanced a strong reputation for training and education. This plays a vital part in attracting and retaining the Trust's highly skilled teams of doctors, nurses and other health professionals who care for well over half a million patients each year.

4. KEY WORKING RELATIONSHIPS

Managed by:

Charge Nurse / Ward Sister

Liases with:

Clinical Matron

Divisional Matrons

Divisional General Manager

Divisional Director and Specialty Lead Consultants

Infection Prevention and Control Team

Consultant Nurses

Finance and HR managers

Divisional Doctors, Nurses, Allied Healthcare Professionals and administrative staff

Divisional Quality and Patient Safety support team

Training and Development Department Hotel and Facilities representatives

Manages:

Ward / Department teams

5. KEY RESULT AREAS

Professional / Leadership

- Maintain own professional registration and practice within the NMC's Code of Professional Conduct.
- Provide visible, effective clinical and professional leadership to all staff within the ward / department.
- Champion the 'Principles of Nursing Practice' within the area of responsibility and performance manage against them.
- Support the implementation of the Trust's Nursing Midwifery and AHP Strategy within the ward / department.
- Support and monitor the implementation of all Safer, Better, Good Value Care strategies within the ward / department (including supporting the Charge Nurse / Sister in providing the organisations response to the High Impact Actions, Essence of Care, Confidence in Caring Matrices and Productive Ward initiatives).
- To assist the Charge Nurse / Ward Sister manage change effectively within the ward / department in order to promote improved patient care and practices, in line with the Productive Series.
- To be responsible for the patient's clinical journey along the agreed patient care pathways supported by evidence based practice.
- To drive a culture of discharge care planning from the point of admission and ensure that patient flow across the organisation is both smooth and consistent. This will include effective interface with the Clinical Site Team, the Integrated Hospital Discharge Team and Community Partners.
- Act as a mentor / role model to enhance the performance and capability of others through formal and informal interactions. Provide constructive feedback to support and enable others to develop their potential.
- Act as a resource for those seeking to expand their knowledge and experience within the ward / department.
- Foster an open, inclusive style of practice, promoting cohesive team working.
- Ensure that communication channels are effective within the ward / department.

Quality of Care

- Assist the Charge Nurse / Ward Sister in ensuring appropriate systems are in place to monitor, develop and review the quality of care through clinical audit and benchmarking, taking action to ensure that patient care is improved in line with organisation requirements.
- Assist with the collection of required data and action plans within the ward / department to maintain / improve standards are put in place and completed.
- Promote research and evidence based practice within the ward / department.
- To ensure Trust policies and practices are implemented which will promote the Health and Safety environment of all patients, staff and visitors to the ward / department.
- To be proactive in dealing with concerns and complaints from patients, patients families and staff. Support the Charge Nurse / Ward Sister in investigating and responding to formal complaints and Serious Incidents when they arise and undertake RCAs of incidents and infections as required.
- Help develop a culture within the ward / department that supports staff to actively contribute to the clinical governance agenda.
- Working with the infection prevention and control team, clinical colleagues and Clinical Matrons, monitor infection rates and take forward those actions and changes necessary to reduce the incidence in collaboration with the Charge Nurse / Ward Sister.

Patient Experience

- Actively seek the views of patients and carers in the process of evaluating care provision within the ward / department.
- Work collaboratively with the Charge Nurse / Ward Sister to monitor and review complaints, investigating trends and implementing action plans to prevent reoccurrence.
- Constantly promote the importance of the patient experience within the ward / department.
- Promote and embed working practices that maintain patient's privacy and dignity.

Managing Resources

- To work collaboratively with other wards / departments to ensure the effective deployment and rostering of staff takes place as per Trust Policy when required.
- To effectively and efficiently manage the daily operation of the ward / department within the fiscal restraints, in the absence of the Charge Nurse / Ward Sister.

Developing the Workforce

- To support the Charge Nurse / Ward Sister in identifying and delivering the education, training and development plans for the ward / department.
- To help maintain an effective learning environment for all staff, including students.

- To assist the Charge Nurse / Ward Sister manage individual staff performance effectively: Appraisal setting and monitoring personal development plans, managing sickness and absence and any disciplinary / capability processes.

Professional development

- Demonstrate on-going professional development by keeping up to date with national and local developments in nursing / midwifery and NHS policy and practice.
- To deputise as appropriate for the Charge Nurse / Ward Sister.
- To provide a positive image of the Trust.
- To maintain clinical competence in specialist field, maintaining clinical credibility.
- To maintain current registration with the NMC and to comply with all standards set by them.
- To work flexibly throughout the hospital when required.

6. OTHER

- The post-holder must comply with all RCHT Policies and Procedures.
- The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working / visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post-holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST-HOLDER

5. JOB DESCRIPTION AGREEMENT

Job holder's Signature: _____ Date: _____

Head of
Department Signature: _____ Date: _____

Title: _____

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in Trust uniform and / or wearing a Trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification for the Post of: Deputy Ward Sister / Deputy Charge Nurse

All requirements listed in this specification must be (a) Essential, (or being worked towards) to the post and (b) assessable within the selection process.

REQUIREMENTS	CRITERIA	E/D*	HOW ASSESSED ? AF/IV/T**
Education/Qualifications/ Training	<input type="checkbox"/> Registered Nurse <input type="checkbox"/> Current registration <input type="checkbox"/> Assessing & Mentoring qualification <input type="checkbox"/> NVQ Assessors course <input type="checkbox"/> Possession of degree or in the process of obtaining <input type="checkbox"/> Mandatory Training	E E D D D D	AF AF AF AF AF AF
Skills/Abilities	<input type="checkbox"/> Ability to plan and prioritise care for patients. <input type="checkbox"/> Committed to patient centred care Excellent verbal and written communication skills <input type="checkbox"/> Good time management and teaching skills. <input type="checkbox"/> Ability to work well both in a team and on own initiative <input type="checkbox"/> Administration of IV drugs <input type="checkbox"/> To act as a lead nurse in resuscitation <input type="checkbox"/> Awareness of the Trust Major Incident Policy Cannulation and venepuncture Ability to lead the shift when required in the absence of senior staff.	E E E E E E E E D E E	IV IV IV IV IV AF AF IV IV IV AF
Experience	<input type="checkbox"/> Previous post-registration experience in the specialty <input type="checkbox"/> Experience of supervising and assessing students <input type="checkbox"/> Previous experience in the relevant specialty <input type="checkbox"/> Previous Ward Leadership experience	E D D D	AF/IV AF/IV AF/IV AF/IV

Knowledge	<input type="checkbox"/> Understanding of professional and current issues in nursing. <input type="checkbox"/> Understanding of the importance of research and evidence based practice <input type="checkbox"/> Awareness of cultural needs <input type="checkbox"/> Basic knowledge of computer skills	E E E E	IV IV AF AF
Other Requirements	<p>Good interpersonal skills.</p> <p>A professional approach to work.</p> <p>Enthusiastic, motivated and approachable</p> <p>Assertive</p> <p>Willing to support others</p> <p>Demonstrates ability to use initiative.</p> <p><u>Accountability</u> – Takes responsibility for own actions and promotes good team working</p> <p><u>Openness</u> – Shares information and good practice appropriately</p>	E E E E E E E E E	IV IV IV IV IV IV IV IV IV
Physical Skills/Environment / Emotional Effort/Mental Effort	<p>Physical Skills/ Environment</p> <p>Requirement to exert light physical effort. E.g. moving patients over 15 Kg and pushing trolleys over 28 Kg, sudden explosive effort such as running from a standing start. 12.5 hour shift pattern internal rotation.</p> <p>Undertake specific nursing procedures involving manual dexterity for example intravenous injections. Frequent contact with blood products/body fluids and subjected to unkempt and infested patients.</p> <p>Physical skills to manually handle patients and appropriate lifting aids to maintain patient comfort and assist in rehabilitation.</p> <p>Mental Effort</p> <p>Frequent requirement for concentration where the work pattern is unpredictable, often due to the frequently changing needs of the department.</p> <p>Constant interruptions and demands.</p> <p>Calculation of drug doses and infusions.</p> <p>Physical Effort</p> <p>Able to work and cope with rotating shift patterns –11.5 hour shifts / night shifts/Early and late shifts over 7 days of the week.</p>	E E E E E E	IV IV IV IV AF AF/IV

	Moving / manual handling of patients & equipment.	E	AF
	Emotional Effort Able to deal with exposure to sudden bereavement and cope with distressed relatives c/o the dying or sudden death of a patient.	E	IV
	Able to deal with exposure to 'difficult', violent and aggressive behaviour from patients & relatives.	E	IV
	Emotional support for peers and the multidisciplinary team.	E	IV
Additional Circumstances	<input type="checkbox"/> A Disclosure and Barring Service check satisfactory to the organisation.	E	T
	<input type="checkbox"/> Occupational Health Clearance.	E	IV
	<input type="checkbox"/> Ability to undertake duties.	E	IV
	<input type="checkbox"/> Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.	E	

*Essential/Desirable

**AF - Application Form

IV - Interview

T – Test