

# RECRUITMENT INFORMATION PACK



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**Junior Sister/Charge Nurse**



## Job particulars

<b>Job Title</b>	Junior Sister/Charge Nurse
<b>Pay Band</b>	Band 6
<b>Location</b>	Whipps Cross University Hospital
<b>Reports to</b>	Ward Manager
<b>Responsible to</b>	Associate Director of Nursing

## Job purpose

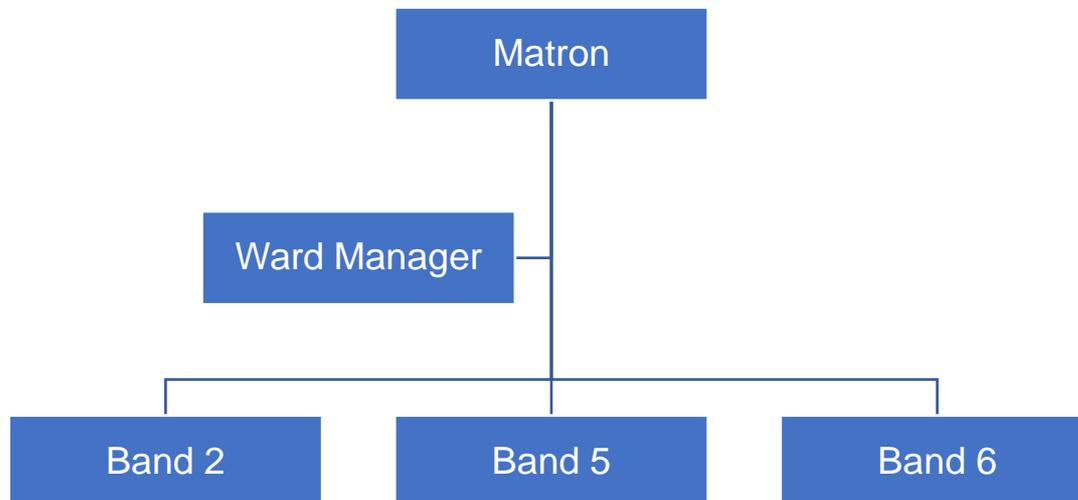
The post-holder will be part of the Ward team and contribute to the delivery of high standards of nursing care. The post-holder will be required to take charge of specific areas of the Departments and assist in the smooth running and organization of the shift team.

## Key working relationships

Internal	External
Matron	Patients
Senior Sister/Senior Charge Nurse	External Service Providers
Nurses, Student Nurses	MDT Team
Nursing Assistants	
Therapies	
Medical Staff	
Service Managers	
Clinical Site Team	



## Structure chart



## Main duties, responsibilities, and results areas

### 1. Responsibility for Staff

- To maintain accurate and appropriate nursing documentation, and ensure communication and liaison with the multidisciplinary team and community agencies is maintained
- To assist, support and supervise other nurses in the team as required.
- Under the supervision of a senior member of the nursing team, and following an agreed training schedule, manages and coordinates the ward
- Work at all times as part of the team, liaising closely with senior colleagues, and respond positively to feedback from preceptors/colleagues
- Maintain a suitable learning environment for all grades of staff.

### 2. Responsibility for Patients

- As a team member and named nurse, the post-holder will assist in providing individualized-coordinated care for all patients assigned to him/her.
- Provide nursing care without supervision and contribute to the development and evaluation of nursing practice on the ward.
- To maintain the safety, confidentiality and dignity of patients and their families.



- To assess, plan, implement and evaluate schedules of care for a defined group of patients and discuss all aspects of nursing care with the nurse in charge.
- To provide direct nursing care to his/her named patients
- To take responsibility for the defined group of patients
- To be aware of and demonstrate practice based on evidence in nursing and research.
- Assign patient care to team members ensuring high quality and continuity of care.

### **3. Responsibility for Resources**

- Share responsibility for appropriate and cost effective use of resources.
- Ensure all patients property is checked and documented accurately in patients notes, all valuables are countersigned and secured in hospital safe if appropriate.

### **4. Responsibility for Administration**

- Ensure the CRS computer system is fully updated in the tracking of patients progress during their stay.
- Assist in the planning and implementation of induction schedules for new members of staff.
- To carry out responsibilities in such a way as to minimize and mitigate risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To be aware of and recognize any child protection issues/concerns and be able to act according to the Trust Child Protection Policy in safeguarding children.

### **5. Responsibility for Strategic and Service Development**

- To comply with the statutory rules and regulations set out by the NMC.
- Participate and maintain the effective communication of information and data between team members, patient and family networks and offer appropriate support and advice.
- Ensure the implementation of Trust, local and departmental policies, procedures and guidelines and contribute to the formation of these as required.
- Initiate and develop new ideas and changes within the ward which encourage staff participation and result in improvements in patient care.
- Work within the Health and Safety at Work Act, following Trust policies for reporting accidents/incidents, showing an awareness of risk management in the workplace.
- Attend all mandatory study days



## 6. Responsibility for Research and Development

- To contribute to the continuing development of the Specialist & Acute Medicine philosophy.
- Keep up-to-date with clinical developments in nursing, maintaining an up-to-date registration and professional portfolio.
- Infection control is everyone’s responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust’s Infection Prevention and Control policies and make every effort to maintain high standards of infection control at all times, thereby reducing the risk of healthcare associated infections.
- Contribute to the learning needs of team members, student nurses and other students allocated on the ward
- Demonstrate a continuing process of attaining education, research, clinical and leadership skills through an agreed professional development plan on an annual basis.
- Participate in clinical supervision and attend the Trust’s supervision training where appropriate.
- Ensure all medical/nursing equipment is maintained to a high standard of cleanliness and working order i.e. pumps and monitors charged batteries, Glucometer calibrated.
- To assist with any clinical audit.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

## Working conditions

Criteria	Description
<b>Physical</b>	<p>The post holder will be required to use a computer for the inputting of patient details and data. Training in the use of computers will be available.</p> <p>The post holder will be required to undertake light physical activity whilst moving and handling patients with physical limitations or who are attached to medical devices.</p> <p>The post holder will be required to undertake light physical activity throughout the shift, with minimal seated activity</p>
<b>Emotional</b>	<p>Clinical duties on Bracken ward can be emotionally challenging. The post holder will be required to support patients/relatives during difficult discussions and throughout the clinical decision making</p>



	process. There may be a need to deal with patients, relatives and other staff who are tearful/angry/upset.
<b>Working Conditions</b>	The challenges on the ward change on a daily basis depending on the patient group we have.
<b>Mental</b>	The ward can be unpredictable due to the acuity of the patients. The post-holder will need to be able to prioritize the patient care. This will include selecting the best skill mix of staff and delegating to the other members of the team.

## Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/). This supports us to develop a sustainable workforce and bring the very best out in people.

## Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)



## Person specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Registered Nurse	
<b>Experience</b>	Acute medical experience	Experience in gastroenterology nursing
<b>Knowledge</b>	Intravenous accreditation  Prep for Mentorship course or equivalent  Fulfils KSF outline for Staff Nurse (Band 5)	
<b>Skills</b>	Ability to work as a team member  Ability to manage own workload  Excellent verbal and written communication skills  Positive attitude and ability to work under pressure  Adaptability to changing workload  Clear verbal communication between members of the multidisciplinary team  Communication with patients, NOK, carers regarding care plans and decision making.  Clear and concise written	Breaking bad news  Participation in quality improvement



	documentation using and A-G clinical assessment format.  High level communication skills Role model for junior colleagues	
<b>Other</b>	Ability to work flexible hours to meet service requirements	

