

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	Junior Sister
<b>Band:</b>	6
<b>Base</b>	Royal Surrey Hospital NHS Foundation Trust
<b>Department / Portfolio</b>	Access Medicine
<b>Reports to:</b>	Senior Sister
<b>Accountable for</b>	Support Senior Sister in ward management

### 2. JOB PURPOSE

The post holder will deliver patient care on a daily basis. They should be expert in all areas of nursing care from patient's admission to discharge, which facilitates clinical practice development. As nurse in charge they have overall responsibility for day-to-day management of their clinical area and for ensuring all care is delivered according to Trust policies and procedures maintaining associated records. They will manage, support and lead a team of nurses in the delivery of evidence based patient centred care, which is of a high standard. They will assist the senior sister in the management of staff including appraisal, rota's, recruitment and selection and the supervision of learners. They will provide advice and support to patients, relatives and members of the multi-disciplinary team. Utilising clinical audit, research, supervision of practice and teaching, they will monitor and improve standards of care by efficient and effective use of resources and liaise with the senior sister at all times. They will provide leadership on the Trust's values and behaviours.

#### 2.1 JOB SUMMARY

To assist in the management of the unit on a day to day basis by appropriate deployment, delegation and supervision of all grades of staff. To act as a team leader on shift. To facilitate an improvement in the quality of healthcare for patients. To help provide a conducive working and learning environment. To support the senior sister to promote evidence based nursing practice within the ward.

### 3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

#### Key Tasks:

- To assist in leading the nursing team in the provision of high quality, research based, nursing care that is patient and family focused.
- To act as a leader, advisor and role model to less experienced nurses, ensuring appropriate care is planned, implemented and evaluated.
- To support the senior sister in the management and facilitation of the development of staff creating an effective team.



- To take responsibility for identified management/professional/clinical areas and projects under the direction of the senior ward sister.
- To foster a multidisciplinary approach to patient care in line with Clinical Governance

### **Main Duties and Responsibilities:**

#### **Clinical**

- To ensure high quality, research based, individualised patient care is maintained at all times.
- To provide a problem solving approach to patient care
- To work effectively and collaboratively on discharge planning with all members of the multidisciplinary team and interested agencies
- To act as a leader, advisor and role model to less experienced staff.
- To support the clinical governance processes at ward level ensuring the quality of the fundamental and essential aspects of care including use of Essence of Care Benchmarking.

#### **Managerial**

- To work with the senior sister to ensure the efficient use of the ward budgets utilising allocated resources appropriately
- To ensure the effective utilisation of staff.
- To support the senior sister in managerial issues, taking the lead for agreed areas and projects.
- To support Individualised Performance Review and objective setting for staff, identifying training and development needs .
- To ensure clinical and managerial records are maintained in accordance with current guidelines.
- To ensure that the environment and staff comply with Health and Safety, infection Control and COSHH regulations and that Trust policies and procedures are followed correctly.
- To promote excellent communications within the ward and multidisciplinary team and to be responsible for appropriate communication structures being in place.
- To ensure that incidents and accidents are reported according to Trust policy and that appropriate clinical risk management structures are in place developing action plans and demonstrating evidence of resulting practice development.
- To promote a culture that anticipates and addresses any patients concerns before they become a complaint.
- Investigate complaints; prepare responses and action plans, implementing actions as agreed.
- To act as a change agent to promote innovation ensuring practice developments are fed back to the Trusts Practice Development Group.
- To encourage staff and maintain high standards of personal and professional conduct and performance, participating in the disciplinary procedure according to Trust policy.
- To be aware of the broader Trust wide issues and resources, work as part of the managerial team of the care group.
- To effectively manage the ward environment ensuring that there is appropriate liaison with other departments and good utilisation of resources.
- To provide leadership and support to the ward team.
- To utilise supernumerary time to further develop ward team, to identify ways of improving service delivery
- To participate in the nurse bleep holding system. To cover/act-up in the absence of the Senior Sister/Matron.
- To ensure patient and carers views are actively sought and fed back into the appropriate communication link
- To meet regularly with Matron to discuss issues and developments relating to the ward.



- To participate in the Trusts clinical, professional and managerial meetings and committees relevant to the service.

### Teaching, Training and Research

- To ensure the ward provides a positive learning environment for students, staff, patients and their families.
- To ensure positive and appropriate links with the University of Surrey, particularly in regard to clinical placements and other continuous development opportunities.
- To manage study leave in accordance with trust policy, ensuring equity of opportunity, promoting professional development, which is responsive to service need. Co-ordinate and maintain records and register of study undertaken by staff.
- Ensure staff are trained to use equipment within the ward area and that equipment training records are maintained.
- To actively seek to improve practice through the application of research and participate in the clinical audit activities within the unit and the Trust.

### Professional

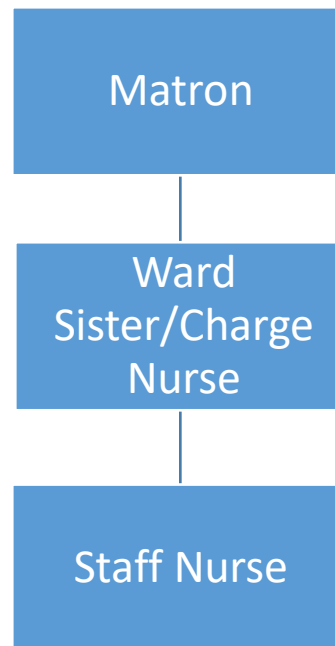
- To maintain and develop one's own professional knowledge and expertise to meet PREP and the job's requirements.
- To actively share knowledge and expertise and contribute to the Trust as a whole
- To delegate appropriate responsibilities to enhance individuals level of practice and professional development
- To reflect as a practitioner, learning from experience and to promote reflective practices within the ward.
- To participate within the NMC Code of Professional Conduct at all times
- To contribute to the development of the profession within the Trust, participating in projects, committees and meetings as agreed.

## 4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Multi-disciplinary teams Trust board Working groups	Working across boundaries Working with other external partners i.e. .universities, faculties, professional bodies, other organisations

## 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:





## 6. OTHER RESPONSIBILITIES

### Management

- To take full management responsibility of the team, providing leadership, recognising and developing the teams, mentoring, coaching and training them to utilise the strengths to enhance the departments' performance and build organisational capability.
- Assessing staff performance against agreed performance standards/objectives and/or competencies at least annually and develop meaningful and achievable personal development plans and objectives
- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post

### Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

### Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be



accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

## Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work; and
  - To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

## Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

## Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

## Our Mission

Together we deliver compassionate, safe care every day.



**WORLD CLASS CARE  
FOR OUR COMMUNITY**

## Our Vision

To provide nationally celebrated, community focused health and care.

## Our values are:

- **Continuously improving**  
Continuously improving is not just a value.  
It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value.  
It's what we do every day.
- **Caring together**  
Caring together is not just a value.  
It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value.  
It's what keeps our services safe.

## 7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***



## PERSON SPECIFICATION

**POST: Junior Sister**

**BAND: 6**

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assess- ment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		
Share information openly and effectively with patients, staff and relatives	√		
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
<b>Qualifications</b>			
Registered Nurse Part 1 or 12	√		A
Recent post qualification or equivalent experience in acute setting	√		A/I
Demonstrates professional updating of knowledge in past one/two years	√		A/I
Teaching qualification ENB 998 or City & Guilds 730 or equivalent		√	A
First degree		√	A
D32/33 [A1]NVQ Assessors Award		√	A





Knowledge and Experience			
Experience at Band 5 or above within acute hospital setting	√		A/I
Can demonstrate up-to-date clinical credibility / competence	√		A/I
Evidence of advanced skills in practice i.e. iv additives, cannulation and venepuncture	√		A/I
Knowledge and understanding of current issues in acute NHS setting	√		A/I
Knowledge of clinical governance issues such as complaints handling, clinical risk management.	√		A/I
Evidence of research based practice	√		A/I
Clinical audit		√	A/I
Evidence in changing practice and project management		√	A/I
Skills and Capabilities			
Organised	√		A/I
Good communicator (good written and verbal skills)	√		A/I
Good listener	√		A/I
Teaching / presentation	√		A/I
Excellent leadership, assessment and prioritising skills	√		A/I
Clinical skills of venepuncture, cannulation, IV drug administration	√		A/I
IT literacy	√		A/I
PERSONAL ATTRIBUTIONS			
Professional in approach (punctual, reliable, trustworthy, inspires confidence)	√		A/I
Team player	√		A/I
Enthusiastic	√		A/I
Self confident	√		A/I
Can meet deadlines	√		A/I
Mature personality	√		A/I
Innovative	√		A/I
Good work attendance	√		A/I
Flexible to provide 24 hour service	√		A/I