JOB DESCRIPTION

JOB TITLE: Junior Sister/ Charge Nurse

PAY BAND: Band 6

DEPARTMENT: Neonatal Unit, Wexham Park Hospital

RESPONSIBLE TO: Senior Sister

DATE: March 2024

DIMENSIONS OF JOB:

- Level 2 Neonatal Unit funded for 17 cots made up of 2 intensive care, 3 high dependency and 12 special care cots. The unit is led by the Matron and Senior Sister for Neonates. You will join a team of band 6 junior sisters who all take charge of the unit on a daily shift basis.

PURPOSE OF JOB:

- Co-ordinate and manage the unit in the absence of the Senior Sister
- Act as a resource in Neonatal nursing care
- Provide quality care for the babies and their families
- Teach and develop more junior staff

KEY TASKS & RESPONSIBILITIES:

Management/ Leadership

1. To lead and support the nursing team in the absence of the Senior sister.

2. To manage and coordinate the neonatal unit in the absence of a Senior Sister.

3. Capacity management.

4. To manage one area of responsibility within a specialist high risk area e.g. infection control, pharmacy liaison, health and safety, or lead in an area of clinical practice e.g. breast feeding, developmental care, bereavement.

5. To assist the Senior Sister in sickness management of staff.

6. To carry out clinical audits as instructed by Senior Sister.

7. Responsible for the continuing performance and appraisal for allocated members of staff

8. To facilitate working together with the Children's ward and when required cross site working with Frimley Park Neonatal and Children's wards.

Communication

1. Maintain confidentiality

2. Recognise and initiate systems to ensure the safety of children and families with regard to issues of child safeguarding and children in need to ensure safe discharge.

3. Ensure two way communication within the multidisciplinary team

4. Liaise with allied professionals on a daily basis to provide for specialist needs of individual patients

Clinical

1. Deliver highly specialised Neonatal care, which includes intensive and high dependency care

2. To provide specialist knowledge to ensure a practical and safe working environment and make appropriate changes

3. Act as a resource for nursing and medical staff to ensure appropriate Neonatal nursing care

4. The ability to provide the nursing care for all neonates whatever their needs without direct supervision

5. To ensure complete and safe record keeping complying with Neonatal, Trust Policies and national guidance

6. To facilitate early discharge planning with the multidisciplinary team.

Education and training

1. To teach neonatal nursing and intensive care skills to more junior staff

2. To act as a mentor or preceptor to students and new staff.

3. To maintain your own continuing professional development

4. To act as a role model and teacher to maintain and promote an active learning environment

5. To teach families to enable them to care for there babies safely and competently and promote health, education following intensive and special care

General

1.   To maintain confidentiality of information regarding patients and their families at all times

2.   To be aware of and comply with the Trusts Health and Safety Policy

3.   The post holder should undertake any other duties as requested in order to facilitate smooth running of the unit

4.   To maintain the safety of the babies on the unit by ensuring that care is delivered in a safe and effective way and risks and adverse incidents are reported.

5.   It is an essential requirement that you take reasonable care of the cleanliness of your working environment, adhere to infection control policies, procedures and guidelines in particular ensuring that you use appropriate hand hygiene practices at all times.

6.   The post holder is responsible for the management of risk in all areas for which she/he is responsible. She/he is also responsible for ensuring compliance with the Trust's Health and Safety Policy. The post holder must ensure that duties are carried out in accordance with health and safety regulations. The post holder should not endanger the health and safety of her/himself or others whilst at work.

7.   The post holder will be responsible for reporting safeguarding concerns and liaising with other health professionals as required. This may involve attending case conferences and discharge planning meetings.

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the [supervisory JD addendum](#).

PERSON SPECIFICATION

JOB TITLE: Junior Sister/ Charge Nurse

PAY BAND: Band 6

DEPARTMENT: Neonatal Unit, Wexham Park Hospital

CRITERIA	Essential	Desirable
Qualifications	- RN/RN child, RM or RSCN. - Neonatal specialist training QIS, ENB 405 or equivalent. - Children's safeguarding training level 2 - Teaching and assessing in clinical practice(Mentorship) - Evidence of continuing professional development	-NLS qualified -Children's safeguarding training level 3
Experience	-Good verbal and written communication -Computer literacy and numeracy -Teaching -Clinical Audit -Evidence of leadership skills	- Management experience
Skills & Knowledge	-Clinical practice in Neonatal nursing -Current issues in Neonatology -Health promotion -Neonatal Toolkit	-Neonatal networks -Awareness of specific needs of local population and wider Trust issues
Special Requirements	-Flexibility -Willingness to undertake extra responsibilities. -Ability to negotiate	

Values & Behaviours	We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/ Committed to excellence ▸ Working together ▸ Facing the future