



DELIVERING  
**OUTSTANDING**  
CARE AND  
EXPERIENCE



RECRUITING,  
DEVELOPING AND  
RETAINING OUR  
**WORKFORCE**



AN **ANCHOR**  
IN OUR  
COMMUNITIES



**WORKING TOGETHER**  
WITH LOCAL HEALTH  
AND SOCIAL  
CARE PROVIDERS



DELIVERING  
LONG-TERM  
**SUSTAINABILITY**

**NHS**  
North West Anglia  
NHS Foundation Trust

# Information pack for the post of Deputy Sister / Deputy Charge Nurse Band 6

## Division of Family and Integrated Support Services



Peterborough  
City Hospital



Hinchingbrooke  
Hospital



Stamford &  
Rutland Hospital



**Welcome from Chief Executive Hannah Coffey**

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchbrook and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWEAngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.



**Hannah Coffey Chief Executive Officer**

## Job Description

<b>JOB TITLE</b>	Deputy Sister / Deputy Charge Nurse
<b>GRADE</b>	Band 6
<b>HOURS OF WORK</b>	37.5 hours per a week
<b>DEPARTMENT</b>	Paediatrics
<b>LOCATION</b>	Peterborough City Hospital (some cross site working to Huntingdon may be required)
<b>RESPONSIBLE TO</b>	Unit Sister for Amazon and Jungle
<b>ACCOUNTABLE TO</b>	Childrens Service manager / Lead Nurse for CYP

## Job Summary

- To manage the clinical area during their rostered duty time.
- To provide nursing care to children within the Children's Service.
- To provide leadership to junior colleagues and students within their area of work.
- To assist in the development of nursing within the Children's Service.
- To support the Unit Sister with sickness and capability plans

## Main Duties and Responsibilities

### Practice:

The Practitioner is expected to ensure that their own clinical practice, and that of the other staff on each shift, within the area of practice is of a safe standard and in accordance with the unit policies.

- To assess, implement and evaluate programmes of physical, social and emotional care for children and adolescents in line with current evidence, Unit policies and guidelines and NMC Code of Practice.
- To develop an environment which supports the value of nursing care.
- To act as an advocate for the children receiving care.

- To liaise and communicate with other members of the nursing and multidisciplinary team in the planning and delivery of care.
- To be involved in the development of evidence-based practice in the Children's service and to encourage reflective practice providing a supportive framework to ensure that this takes place.
- To initiate and support innovative change within the Nursing Service in line with current clinical and academic evidence, national standards and relevant reports.
- To be aware and have an understanding of the guidelines relating to Child Protection issues.
- To liaise with colleagues, GPs and other professionals where necessary in order to provide a seamless service for children receiving care across both health and other agency boundaries.
- To promote health education for the child and his/her family at all times.
- To provide expert advice and support for all junior members of staff and colleagues, including for nursing emergencies within the Trust.
- To maintain personal clinical expertise through clinical practice and mandatory training.
- To provide care for Children and Young people within a High Dependency setting, or provide support to the team to allow them to provide safe and effective care in this environment.

### **Education:**

The practitioner has a responsibility for their own professional updating and to ensure that the educational and developmental needs of junior staff are facilitated.

To maintain personal clinical expertise through clinical practice and within the NMC standards.

- To assess, plan and support development and education training needs within the nursing team, in consultation with Unit Sister and Lead Nurse for Children's Services, as appropriate.
- To have a proactive approach to self-development.
- To participate in the My Personal Appraisal (MPA) process and identify training development needs of staff in line with organisation and development of Children's service.
- To facilitate the opportunities for department-based training which is dynamic and meets the needs of the specific area in order to maintain a high standard of care.
- To act as clinical practice supervisor for students ensuring that they are able to meet their objectives through the formulation of learning contracts with each student.

### **Research:**

The practitioner is expected to contribute to the development of professional practice within the service unit by ensuring that practice is current and dynamic responding to clinical evidence as it develops.

- To foster an environment where practice/research is evidence-based and to participate in audit to ensure that this is effective.
- To identify and disseminate relevant research to the multi-disciplinary team and to liaise with the Lead Nurse for Children's Services.
- To participate in research within the department as appropriate.

### **Management:**

#### **Human Resource**

The practitioner takes a part in the management and support of staff within their area of practice under the guidance of their line manager.

- To ensure that staff development needs are planned and evaluated in line with service developments and the Trust Business Plan and with the direction of the relevant line manager, using the MPA model.
- To participate in recruitment and retention of staff, under the direction and with the support of the Ward Manager.
- To participate in the management of sickness absence, discipline and grievance as required, under the direction of the line manager.
- To monitor skill mix within the area of responsibility and identify areas of need to the line manager.
- To support colleagues and the line manager(s) in the enactment of their roles.

### **Leadership:**

The practitioner is seen as a senior clinical professional and reflects this in the enactment of their role.

- To be an excellent clinical role model.
- To participate in the development and initiation of policy change within the Unit.
- To support an environment in which clinical practice is developed and evaluated.
- To ensure the promotion of safety of clients, staff and visitors to the Unit. Resource

### **Management:**

Takes a role in identifying and maintaining equipment within the service unit budget.

- To be aware of resource issues in the use of equipment and ward resources.
- To identify areas of need as required.

- To be responsible for the safe and effective maintenance of equipment within the area of responsibility.
- To liaise with line managers, where appropriate, to minimise or reduce expenditure.

### **Operational:**

Ensures that their clinical area of responsibility is efficiently and effectively managed on a daily basis.

- To ensure that communication links within the department, wider Trust and other organisations are of a high standard.
- To maintain departmental activity within current Health and Safety legislation.
- To maintain the safety and upkeep of the ward environment.
- To participate in the Risk Management strategy of the department and the Trust.
- To ensure that adequate staffing levels are maintained at all times and to identify areas of need to line manager.
- To co-ordinate the ward team on a shift basis, as appropriate, taking into account the needs of all other areas within the Children's service.
- To assist in the collection of data for statistical and administrative purposes.
- A three month rotation to our sister hospital Huntingdon may be required to cover in times of need or for project work/training.

### **Planning:**

Plays a part in the development of the service unit.

- To contribute to development of the Children's service within the Service Unit in liaison with the line manager through identifying needs where possible and responding to requests for consultation on service developments.

### **Additional Information:**

The post-holder is required to be an experienced nurse with at least 5 years' experience in acute paediatric hospital setting. Knowledge and understanding of research-based care needs to be demonstrated. The post-holder will be aware of the Health and Safety at Work Act and its relevance to the workplace, and the Fire Policy and Infection Control for her/his area of work.

Ensure compliance with the Trust's health and safety and risk management policies and procedures; establish and maintain safe systems of work within the department or area you work. You have a duty to maintain the health, safety and welfare of staff, patients or other third parties visiting your department or general areas of the Trust.

The post-holder should know, and comply with, Trust policies and procedures.

The post-holder will be expected to comply with the Trust's No Smoking Policy



## Our Values

Following feedback from staff, public and patients at our three hospitals we have agreed our shared values for the Trust. From a long list of values, staff selected the most important ones.

How our staff live to these values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

The Trust board will monitor and review how the Trust performs against the values on a regular basis, to ensure we provide the best possible patient care.



## Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and are led by a triumvirate comprising of a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

## Your responsibilities to the Trust, our patients and staff

It is the Trust's aim to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Nonadherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act in accordance with policies specific to your job role, which are covered at induction.

## Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity,

race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable.

You have a responsibility to patients and staff to ensure that this is achieved.

## **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do, or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

## **Data Protection**

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person identifiable data is held securely (including password protection and encryption), and that data held and entered onto Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance in accordance with the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

## **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

## **Customer Care**

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. In order that you understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

## **Values**

How our staff live and work to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.



## **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at annual appraisal.

## **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

## **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

## **Mandatory Training**

You are required to attend for mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line managers support at the next available opportunity.

## **Raising issues of Concern**

If you have any concerns about practice or processes within the Trust, you should raise this with you line manager. If you do not feel able to raise concerns directly you should access the Trust's safe haven procedures for raising issues of concern in confidence.