

Job Ref:	20-183
Job Title:	Sister/Charge Nurse
Grade:	Band 6
Hours:	37.5 Hours
Department:	
Location:	East Sussex Healthcare NHS Trust
Accountable to:	Head of Nursing & Clinical Governance
Reports to:	Ward Matron
Responsible for:	Ward Team as a support to the Ward Matron
Dimensions	Budget: Staff (wte)
Job purpose	To support the ward Matron in maintaining efficient, effective, safe delivery of patient care, within an environment that promotes a responsive approach to changing Healthcare needs.

Department Structure

See attached

Communications and Working Relationships

With Whom:	Frequency	Purpose
Patients	Daily	To carry out treatment / care plans.
Relatives/Visitors	Daily	Information re patient care
Medical staff	Daily	Discuss care planning
Senior Sister	As required	Management supervision, work planning, advice and support
Community Services	As required	Regarding service provision
Voluntary organisations		
PCTs staff		
Nursing Team	Daily	Care Management, staff development/education
Bed management/site Management	Daily	Staffing levels and patient flow.

Therapy Staff

Daily

Patient Care

Key Duties and Responsibilities

To take a lead in the assessment, planning, implement, and evaluation programmes of patient care utilising research as appropriate for own patients and supervise junior staff as appropriate.

To take charge of the ward in the absence of the Ward Matron.

To manage own group of patients and deliver evidenced based nursing care to the highest possible standard.

To assist in the setting and monitoring of quality standards in relation to clinical practice.

To assist in leading the team and in initiating and implementing agreed programmes of change on a day to day basis.

To participate fully as a team member, sharing knowledge, information and supporting colleagues to promote a cohesive ward team.

To assist the ward Matron in the selection, appointment, orientation, appraisal and development of nursing team, including students.

To be aware of and work within ward budget and participate in resource management.

To maintain the development of a positive learning environment for patients, visitors and other staff.

To ensure the provision of effective, appropriate and timely information and education to patients and relatives.

To maintain up to date, accurate patient records, in line with professional standard.

To adhere and promote Clinical Governance Risk Management policies.

To work within the Trust policies, procedures, and guidelines to assist in achieving the wards and directorates and Trust objectives.

To work within the NMC Code of professional Conduct and be active in enhancing own professional knowledge base and development.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover

Working Environment:					
Driving		Lifting		Verbal aggression	X
Use of PC/VDU	X	Physical support of patients	X	Physical aggression	
Bending/kneeling		Outdoor working		Breaking unwelcome news to others	X
Pushing/pulling		Lone working		Providing professional emotional support	X
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	X
Repetitive movement		Contact with bodily fluids	X	Involvement with abuse cases	X
Prolonged walking/running		Infectious materials	X	Care of the terminally ill	X
Controlled restraint	X	Noise/smells		Care of mentally ill & challenging patients	X
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

PERSON SPECIFICATION

Job Title: Sister/Charge Nurse	Grade: Band 6
Department:	Date: September 2020

*Assessed by: A= Application I= Interview R= References T= Testing

Minimum Criteria	*	Desirable Criteria	*
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Qualifications / Training			
Qualified RGN/RN/RSCN with active NMC Registration	AI	Diploma Professional practice or working towards this Qualification	AI
Educated to degree level supplemented by diploma level specialist training or relevant equivalent training and experience	AI	NVQ Assessor Award (D32/33/AI)	AI
Evidence of continued professional development	AI		
Experience			
Substantial post registration experience at band 5	AI	Computer and keyboard skills	AI
Experience of working autonomously and managing a caseload	AI	Experience of teaching and presentation skills	AI
Skills / Knowledge / Abilities			
Awareness of current professional and research and practice issues	AI	Previous experience of working within the NHS	AI
Excellent communication skills and interpersonal skills	AI	Demonstrate evidence for developing innovative practice	AI
Demonstrate the potential for leadership	AI	Is proactive and an effective change agent.	AI
Flexible motivated and enthusiastic	AI		
Demonstrate enhanced skills within relevant speciality	AI		
Demonstrate understanding of the Statutory requirements and code of conduct of the NMC.	AI		
Demonstrate understanding of professional requirements in line with revalidation.	AI		
Other			
Reliable work record	AIR	Possess professional portfolio reflecting personal and professional development.	AI
Disclosure and Barring Service	T		
Evidence that personal behaviour reflects the Trust values	AIR	Demonstrate a planned career pathway or development to achieve PREP requirements.	AI

Managers Signature

Date

Postholders Signature

Date