



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Senior Sister/Charge Nurse
Band	7
Hours	23
Department	Children's Emergency Department
Division	Women and Children
Location / Hospital Site	Royal Alexandra Children's Hospital
Responsible to	Matron for Children's Emergency Care (CEC)
Accountable to	Matron for Children's Emergency Care (CEC)
DBS Level	Enhanced
DBS Barring	Children and Adults
DBS Workforce	Children and Adults

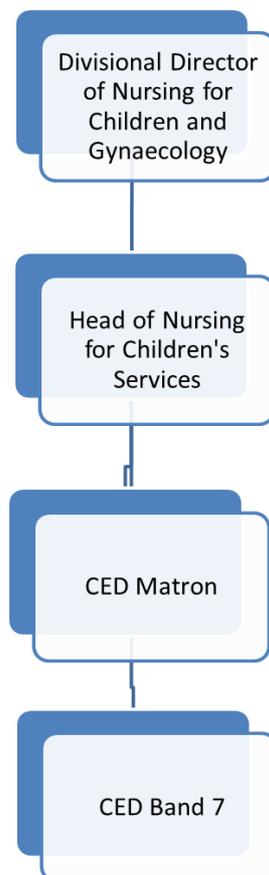
Role Summary

- To support the Matron and senior sisters/charge nurses to ensure that high quality patient focused care is delivered within the Children's Emergency Department (CED).
- To actively participate in the day-to-day clinical and operational management of the department.
- To act as a clinical leader and role model whilst providing direct quality patient care, sharing expertise with colleagues.
- To work within the CED team on professional nursing issues and management of clinical governance issues
- To guide the activity of nursing, medical and other staff to ensure rapid assessment, treatment and ultimately transfer/discharge of children and young people.
- To participate in educational and training programmes for junior members of the team, including acting as a preceptor to newly qualified nurses.
- To lead a team of nurses on a shift by shift basis.
- The post holder will be required to work flexibly to achieve the key responsibilities of the post.

Key Working Relationships

- All CED clerical, nursing and medical staff
- Acorns team (Acute Children's OutReach Nursing Team)
- Band 7 Ward Managers, Royal Alexandra Children's Hospital
- CAMHS Liaison Services, Sussex Partnership Foundation Trust (SPFT)
- Social Care Services, Sussex wide.

Structure Chart



Main Duties and Responsibilities

Clinical Practice

- The post holder will provide specialist paediatric knowledge on the clinical care of emergency patients presenting with varying complaints and utilising advanced nursing skills across the children's emergency care speciality.
- The post holder will, on a shift basis, ensure that all staff are aware of, and meet the needs of patients and relatives in a courteous, helpful and compassionate manner, whilst ensuring returned respect for staff members.
- The post holder will on a shift basis, maintain effective relationships between the multi-professional team in the clinical environment.
- The post holder will maintain and develop own clinical expertise and knowledge.
- The postholder will be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.

Service delivery and improvement

- The post holder on a daily basis act as the shift leader to supervise, co-ordinate and control the provision of high quality care within the children's' emergency service.
- The post holder will lead on the embedding and implementation of the Patient First Improvement System (PFIS) within the Children's Emergency Department.
- The post holder will apply this methodology to all service improvement projects ensuring that a culture of continuous improvement is fostered within the department.
- The post holder will lead the regular CED huddles in collaboration with the consultant in charge and the bed coordinator for the RACH. The aim being to promote patient safety and experience whilst working to deliver; compliance with 4 hour standard, avoidance of long stays in the department and compliance with the 12 hour standard through forward planning of emergency admissions, escalation and resolution of staffing issues.
- The post holder will be required to account for the reasons that patients wait for longer than expected within the department recognising the importance of the emergency care standards. The post holder will lead on subsequent quality improvement projects, PDSA and learning cycles alongside the CED team, to ensure that the department gives patients the very best experience and continues to provide safe care.

Learning and Development

- The post holder will work closely with the practice development team and will have a proactive approach towards and be involved in the emergency team development through on-going education initiatives.
- The post holder will foster an environment which supports and encourages personal and professional development within the multi-professional ED team.
- The post holder will encourage innovation by all members of the team and will act as a resource for those seeking knowledge and experience relating to emergency care issues.
- The post holder will promote reflective practice in self and others. They will do this through creating a culture of learning and development within the department that ensures all staff are supported to grow and develop into effective children's emergency nurses.
- The post holder will participate in the trust appraisal process and will actively strive to meet targets set by individual performance review in order to maintain professional and current expert emergency nursing knowledge.
- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Communications

- The post holder will be responsible for protecting all confidential information concerning patients and staff obtained in the course of professional practice, adhering to trust and statutory policies.
- The post holder will be able to competently establish and maintain effective communication with patients, their carers and the multi-professional and

multiagency team. Identifying any potential barriers and adapting communication style as required.

- The post holder will be a positive role model within children's emergency nursing acting with kindness and courtesy at all times.
- The post holder will lead the team within the emergency department on a daily basis to facilitate the care, treatment and safe discharge of all patients, providing specialist nursing advice where appropriate.
- The post holder will provide clear and concise, written, verbal and computer – entered relevant information regarding the care and wellbeing of patients. Maintaining good computer literacy and typing skills and ensuring that all of the above is adhered to by all staff reportable to them on a shift to shift basis.

Leadership and People Management

- The post holder will act at all times in accordance with the NMC Code of Professional Conduct and within the individual Scope of Professional Practice.
- The post holder will ensure that the stated professional, legal and statutory requirements are complied with and that agreed trust policies and procedures are implemented.
- The post holder will lead, direct, motivate and support the team on duty during a given shift as an exemplary and professional role model for all members of the staff. Ensuring high standards are met and challenging any poor practice.
- The post holder will be responsible for the management of patient care and flow through the emergency department, ensuring timely discharge or onward admission. This will include the responsibility to anticipate and correctly escalate issues that may affect flow and any potential delays to the emergency pathway. The postholder will have a detailed understanding of the implication this will have to patient care and experience.
- The post holder will manage resources, including staffing, equipment and supplies financial governance, to ensure the safe and effective running of the department within a finite budget.

Personal Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
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Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

<p>Physical</p>	<p>Highly developed physical skills and ability to concentrate when doing clinical procedures identified in job description. Ability to move and handle patients and inanimate loads using appropriate equipment in accordance with Trust Policy Able to stand and sit for long periods of time and able to undertake duties.</p>
<p>Emotional</p>	<p>Proven ability to cope with distressing situations and challenging behaviours. Evidence of being able to respond to emergencies. Ability to handle complaints from patients and relatives. Able to regularly deal with people with challenging behaviour – patients and staff. Supporting others to deal with challenging behaviours</p>
<p>Mental</p>	<p>Proven ability to work under pressure both professionally and managerially. Proven ability to concentrate and maintain high degree of accuracy. Proven ability to emotionally support other staff. Able to analyse statistics frequently to monitor performance and standards</p>
<p>Working Conditions</p>	<p>Willingness to work flexibly across sites in order to meet the needs of the division and the trust. Frequent use of VDU for long periods. Frequent (daily) exposure to unpleasant substances/non-household waste, infectious material/fould linen, body fluids, faeces, vomit. Possible exposure to dust/dirt- required to undertake regular environmental inspections. Exposure to aggressive verbal behaviour.</p>

Person Specification

Requirements	Level required	How assessed.	Level required	How assessed.
	Essential	Application form (AF) Selection interview (I) Assessment (A)	Desirable	Application form (AF) Selection interview (I) Assessment (A)
Experience/ Qualifications	NMC registration RNC/RN with substantial paediatric experience.	AF	MSc level education ideally in acute care/emergency care/ANP/Paediatrics.	AF
	Educated to degree level.	AF	RCN A&E competencies (Level 2)	AF
	Post registration study in paediatric acute or emergency care	AF	Additional qualifications in teaching or education.	AF
	Teaching and assessing in clinical practice or equivalent.	AF	History taking and physical assessment course.	AF
	Experience working in acute/emergency paediatrics.	AF	APLS/EPALS instructor	AF
		AF/I	Trauma qualification.	AF
	APLS/ EPALS provider	AF	Experience in management role.	AF
Skills	Communication: Highly effective communication skills	AF/I	Awareness and adaptation of own management style.	AF/I
	Ability to empathize and reassure.	AF/I	Experience of policy and guideline development. Demonstrate working knowledge of management issues	
	Diplomacy and tact.	AF/I		
	Awareness of the differing cultures and	AF/I		

	<p>individual needs of CYP and families. Ability to lead and motivate a team.</p> <p>Ability to rapidly determine priorities for patient care.</p> <p>Evidence of management and leadership skills.</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>		AF/I
People Management and Development	Proven experience of and demonstrates evidence of ability to affectively lead.	AF/I	Leadership course	AF/I
Personal Qualities	<p>Ability to remain calm.</p> <p>Ability to work well under pressure.</p> <p>Effective role model</p> <p>Optimistic outlook</p> <p>Approachable</p> <p>Ability to be assertive and fair.</p> <p>Enthusiastic</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>		
Freedom to Act	<p>Able to work alone or as part of the multidisciplinary team.</p> <p>Fully comprehends professional accountability and responsibility of own practice and guidance of inexperienced medical and nursing staff.</p>	<p>AF/I</p> <p>AF/I</p>		

	<p>Identify and adhere to best practice.</p> <p>Responsible for own professional actions and have sufficient autonomy for the delivery of the role.</p> <p>Able to interpret national and local guidance and to develop local policies to reflect these standards</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>		
<p>Equality, Diversity, and Inclusion</p>	<p>Evidence of having championed diversity in previous roles (as appropriate to role).</p>	<p>I</p>		