

**Happy,  
Healthy  
& Heard**



## **Candidate Information Pack**

**Band 6 Sister/Charge Nurse  
Willow ward**



“ Thank you for your  
interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

**Jonathan Wade, Chief Executive**

## Our Trust Vision and Strategy

**Providing outstanding care which is skilled, trusted and kind every time**



Journey  
to  
Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working  
Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly  
Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality  
Improvement

We will develop a learning and improving culture, using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

## Our values



Care with  
compassion



Striving  
to excel



Respect  
& dignity



Professional  
standards



Working  
together

## Job Description

### Band 6 sister/Charge Nurse

#### Job Details

Grade/Band:	6
Location:	Darent Valley hospital
Speciality/Department	Paediatrics
Reports to:	Willow ward managers
Managerially Accountable to:	Matron for Children and Young Peoples Services
Professionally Accountable to:	Senior Nurse and NMC
Accountable for:	Co-ordinating and managing the ward resources, environment and family centred nursing care given to children on Willow

#### Job Summary

The post holder is responsible for co-ordinating the evidence based assessment of care needs, the development of programmes of care, the implementation and evaluation of those programmes of care. The post holder is expected to carry out all relevant forms of care without supervision, and to coordinate training, supervision and mentorship of qualified and unqualified staff, under the guidance of the Senior Sister / Charge Nurse. As the designated deputy the post holder is expected to deputise for, manage and co-ordinate the ward in the absence of the Senior Sister / Charge Nurse. The post holder will act as a co-ordinator for all paediatric admissions and attendances to Willow.

#### Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
  - Delivery high quality **CARE WITH COMPASSION** to every patient.
  - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
  - **STRIVING TO EXCEL** in everything we do.
  - **WORKING TOGETHER** to achieve the best outcomes for our patients.
  - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

#### Relationships

To communicate effectively with and work alongside all members of the multi professional team, children and their families to promote and support the evidence based development of nursing practice. Work in partnership with Ward sisters and Charge Nurses of each area, Senior Nurse and General Manager in order to facilitate practice development.

### **Internal Relationships**

Colleagues and Co-Workers

Senior Managers

Senior Nurse, Practice and Education

NVQ Co-ordinator

Research and Development manager

Clinical Audit department

Education and Training department

Other Trust departments

### **External Relationships**

Patients & Clients

Carers

Families

Visitors

Communities and Community Representatives

Workers from other agencies and professional groups

Higher Education institutions

NMC

Company training representatives

### **Specific Responsibilities**

#### **1. Clinical responsibilities:**

- 1.1 Assesses the care needs of babies, children and adolescents and develops programmes of care in relation to the needs of the child and family

- 1.2 Implements programmes of nursing care and evaluates their effectiveness, ensuring that the care plan provides a continuous record of progress, response to treatment, rehabilitation and nursing care
- 1.3 Work in partnership with children and their families in order to support and encourage involvement in their care, thus supporting family centred care
- 1.4 Support parents, carers, siblings and other members of the child's support network as appropriate
- 1.5 Takes the lead in setting and maintaining optimum standards of nursing care, ensuring that nursing guidelines and policies are adhered to
- 1.6 Co-ordinates the orientation of children and their families to the environment on Willow/PAU as part of their admission
- 1.7 Co-ordinates all paediatric admissions to Willow/PAU acting as one point of contact
- 1.8 Co-ordinates the reception, care and discharge of children ensuring they receive safe and competent care during their stay
- 1.9 Receives with courtesy children, their families and visitors into the ward area
- 1.10 Co-ordinates chaperones for children, ensuring that all children are safely accompanied them to other wards, departments, hospitals etc.
- 1.11 Is aware of the spiritual, psychological and emotional needs of the child and their family and endeavours to meet these at all times
- 1.12 Co-ordinates the preparation of children and their families for discharge addressing any practical, emotional or psychological issues and ensuring that there are clear plans for the future care of the child
- 1.13 Liaise with the Children's Community Nursing Team, GP, Social Services, Health Visitor, Community Midwife or School Nurse to identify issues for children and their families on discharge
- 1.14 Co-ordinates the custody of all drugs by checking, ordering and administering them in line with Trust policy and ensuring that more junior staff are instructed in their safe handling and administration
- 1.15 Is aware of the location of emergency and resuscitation equipment and procedures and co-ordinates the checking of emergency equipment each shift

## **2. Managerial responsibilities:**

- 2.1 Reports to the Senior Sister/Charge Nurse or Senior Nurse any concerns in relation to patient care, the environment, staffing or any thing that may affect the service as a whole to children and their families
- 2.2 Reports any accidents or incidents involving children, relatives and staff to the Senior Sister/ Charge Nurse or Senior Nurse. Completes statements and incident form, reporting such incidents appropriately
- 2.3 Reports any concerns to the Ward sister/Charge Nurse, Senior Nurse or doctor in relation to child protection. Liases with Named Nurse, Named doctor or other professionals as appropriate
- 2.4 Deputises for the Senior Sister/Charge Nurse, Co-ordinating the provision of care and ensuring that there is effective communication within the ward, liaison with members of the multi disciplinary team and other services as required
- 2.5 Exercises leadership within the ward, and supervises and co-ordinates the work of the ward team on both Willow and PAU on a day to day basis
- 2.6 Undertakes duties on different wards or departments as required by service demands, within the 24hr period
- 2.7 Assists in organising the off duty rotas as required by the Senior Sister / Charge Nurse, ensuring that there is adequate skill mix for each span of duty in order to meet the needs of all children on the ward
- 2.8 Arranges for children's property and valuables to be cared for according to Trust policy
- 2.9 Reports and acts on inadequate supplies of stores, having knowledge of budgeting costs in order that all resources are used appropriately and judiciously
- 2.10 Assists the Senior Sister/Charge Nurse in ensuring that nursing staff are professionally competent in the performance of their duties, and that they receive relevant training and assessment before being asked to perform those duties
- 2.11 Ensure that all staff are aware of their responsibility in the prevention and control of infection, liasing with the Senior Sister/Charge Nurse, Senior Nurse and members of the infection control team as required
- 2.12 Assists in the recruitment and retention of all nursing staff, under the guidance of the Senior Sister/Charge Nurse and Senior Nurse
- 2.13 Is responsible for a team of nurses, ensuring all training needs are met and PDR's conducted on a yearly basis

### **3. Professional responsibilities:**

- 3.1 Organises, gives assistance to and mentors newly appointed staff, as part of their orientation process
- 3.2 Acts as an effective role model to all staff, students, children and their families
- 3.3 Promotes and maintains a professional appearance and manner at all times in accordance with Trust policy
- 3.4 Promotes the Department and the Trust as a whole, in the most positive manner to the children, parents and local population at all times
- 3.5 Co-ordinates and maintains accurate documentation and information systems both manually and by using the wards computer system
- 3.6 Maintains and promotes confidentiality at all times ensuring that information is only given out with appropriate permission
- 3.7 Co-ordinates and actively maintains a safe environment for children and families, visitors and other staff, as required by the Health and Safety at Work Act, Health and Safety policy, Risk Management policy and COSHH regulations
- 3.8 Acknowledges and abides by the Code of Professional Conduct for Nurses and is guided by advisory documents issued by the NMC
- 3.9 Maintains and develops own professional practice, keeping abreast of new developments and concepts, both clinical and professional
- 3.10 Maintains good relationships with staff organisations and voluntary bodies

### **4. Education and development responsibilities:**

- 4.1 Teach staff, parents and students, to ensure there is a unified understanding of the needs of the baby, child and adolescent
- 4.2 Actively participates with ward staff and link tutors in ensuring an optimum learning environment and learning experience for student nurses and other learners, in accordance with Trust and University policy
- 4.3 Acts as a personal supervisor/mentor to students and junior staff, undertaking appropriate assessment. Reports progress or problems to the Sister/Charge Nurse, Senior Nurse and University as appropriate



- 4.4 Ensures the provision of adequate supervision for all grades of more junior staff and students
- 4.5 Take part in multi disciplinary meetings to contribute and encourage new ideas
- 4.6 Participates in and be responsible for a group of staff in relation to a system of individual performance review, as required by the Senior Sister/Charge Nurse
- 4.7 Attends annual updates on fire, moving and handling, child protection, paediatric resuscitation and others as directed
- 4.8 Participates in and co-ordinates teaching, research and audit projects
- 4.9 Attends other study days as identified by the Senior Sister / Charge Nurse and Senior nurse as being relevant to their sphere of practice
- 4.10 Identifies in partnership with the Senior Sister / Charge Nurse and Senior Nurse areas of practice where their role can be extended, to enhance the service provided for children and their families

### **Specific Responsibilities**

#### **General responsibilities:**

##### **Patient Experience**

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

##### **Trust Policies and Procedures**

- To adhere to the Trusts agreed policies and procedures.

##### **Equal Opportunities**

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

##### **Confidentiality**

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

##### **Quality**

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

##### **Infection Control**

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.



- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

### **Health and Safety**

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

### **Sustainability**

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Our Behaviours**

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

### **Safeguarding**

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

## Person Specification

**POST:- Willow ward Sister/Charge Nurse**

### Person Specification

**POST:-**

Criteria Group	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Registration as a children's nurse on the NMC register</li> <li>• Practice Supervisor</li> <li>• Committed to personal professional development and evidence of further study</li> <li>• Diploma or degree</li> <li>• EPALS/APLS</li> <li>• Willing to discuss role with a view to expanding practice</li> </ul>	<ul style="list-style-type: none"> <li>• Cannulation /phlebotomy skills</li> <li>• Practice assessor</li> <li>• Leadership and management</li> <li>• </li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good communicator both written and verbally</li> <li>• Able to maintain confidentiality</li> <li>• Has commitment</li> <li>• Ability to prioritise</li> <li>• Ability to work under pressure</li> <li>• Innovative</li> <li>• Ability to work as part of a team and on own</li> <li>• Teaching skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to see a clear career plan for self</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least three years experience working in an acute paediatric care environment</li> <li>• Previous management experience</li> <li>• Committed to developing role as Sister/Charge Nurse</li> <li>• Willing to take charge of the ward/PAU and deputise for the Senior Sister/Charge Nurse</li> <li>• In depth knowledge of child protection</li> </ul>	<ul style="list-style-type: none"> <li>• HDU Experience / Skills</li> <li>• Experience of other care settings</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible in working patterns and shifts as required</li> <li>• Enthusiastic</li> <li>• Sense of humour</li> <li>• Approachable</li> <li>• Self awareness to recognize own limitations and seek support and advice when needed</li> <li>• Adaptable</li> </ul>	•
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### Terms and Conditions of Service

<b>Band</b>	6
<b>Salary Scale</b>	As per Agenda for Change.
<b>Hours of work</b>	37.5 (Part time hours available)
<b>Annual Leave Entitlement</b>	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days  After five years = 29 days  After ten years = 33 days</p>
<b>Contractual Notice</b>	As per Agenda for Change.
<b>Registration</b>	NMC –Children's
<b>Medical</b>	Occupational Health Clearance required prior to appointment
<b>DBS Check</b>	Required