

**CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S
UNIVERSITY HOSPITALS TRUST**

Post: Junior Sister / Charge Nurse

Band 6

Responsible to: Ward Manager

Accountable to: Ward manager/Senior sister/Charge nurse

Key relationships: Patients and families – (Adults & Children). Clinical Nurse Leader/Modern Matron, Senior and junior nurses within the department. Education Leads, Consultant and junior medical staff, Support and ancillary staff including nursing students. Community Nursing Services, GP's and Social Services. Clinical Governance team and teams of nursing specialists based in the hospital and outside the hospital setting.
All members of the multi disciplinary team to ensure a co-ordinated service is provided.

Summary of Role:

The post holder will work primarily within relevant clinical area (name).

The post holder is responsible for ensuring immediate care to relevant client group and will work primarily within the (relevant) service. The post holder will assess, plan implement and evaluate the care for these patients supporting and guiding junior staff in the process. S/he will provide direct patient care and have detailed clinical knowledge of the specialist area. The post holder will assist the senior Sister/Charge Nurses in ensuring that high standards of quality of care are delivered & maintained. The post holder will act as a positive role model within the department for staff patients and carers. The post holder will deputise for the senior sister as required.

The post holder will enable nurses to acquire clinical and professional competencies by facilitating high quality education and staff development opportunities.

Post holders will be expected to participate fully in their personal development and review process in order to achieve the knowledge and skills identified in the KSF outlines for this post, prior to the relevant KSF gateways.

Key Result Areas:

Clinical:

- Be responsible for the delivery of clinical expertise in all aspects of the clinical setting clinical setting, acting as a visible practitioner in the Ward/Department (*KSF Dimensions: 1, 2, 3, 5, HWB2, HWB5, G6*)
- Collaborate with other health care professionals in the delivery of high standards of effective health care within best practice guidelines (*KSF Dimensions: 1, 4, 5, HWB5*)
- Act as a resource of specialised knowledge and clinical expertise to ensure care delivered to the *client group* is appropriate and optimum enabling early recognition of condition changes and ensuring appropriate corrective action is instituted. (*KSF Dimensions: 2, 4, 5, HWB5, G1*)
- Demonstrate awareness of legislation regarding *client group* e.g. child protection, vulnerable adults, mental health issues and act appropriately when required. (*KSF Dimensions: 1, 3, 5, HWB1*)
- Practice in accordance with the NMC Code of Professional Conduct in order that a safe and quality service is provided. (*KSF Dimensions: 2, 3,5, HWB2, HWB5*)
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising both Clinical Benchmarking and Essence of Care processes to achieve this. (*1, 4, 5, HWB5, G1, IK1*)
- Promote the interface between hospital and community to provide a seamless service for the *client group*.(*KSF Dimensions: 1, 4,5,HWB5*)
- Promote and collaborate in developing good working relationships with departments to ensure the patient journey is effective and efficient. (*KSF Dimensions: 1, 4, 5, HWB5*)
- Encourage and promote an evidence based culture through pathways and protocols of care within an interdisciplinary approach. Repetitive (*KSF Dimensions: 1, 2, 4, 5, HWB1, HWB2, HWB5, G1*)
- Ensure that patient documentation is accurate and defensible disseminating all relevant changes in the patient's condition to the MDT. (*KSF Dimensions: 5, HWB1, HWB2, HWB5*)
- Participate in the implementation and delivery of the standards set within the Trust Nursing & midwifery Strategy. (*KSF Dimensions: 1, 4, 5*)
- Contribute to clinical governance processes including adverse incident reporting/investigating and the management of complaints, as appropriate. (*KSF Dimensions: 3, 4, 5, IK1, G2, G6*)

- To promote health education in the *client group* attending the ward/department. (*KSF Dimensions: 1, 6, HWB1, HWB2*)
- Incorporate CNO '10 key roles' within practise as discussed and agreed with line manager. (*KSF Dimensions: 2, 3, 4 HWB5, G1*)
- Undertake, perform and assess enhanced skills within the clinical area, to improve the patient experience and journey (i.e. venopuncture, cannulation, etc) (*KSF Dimensions: 2, HWB2, HWB5*)
- Ensure competence in the correct use of all equipment used in the clinical setting in accordance with instructions and department procedures, reporting any faults as necessary. (*KSF Dimensions: 3, 5*)

Leadership:

- Provide visible clinical leadership to the nursing team promoting a culture of leadership by example to all staff (*KSF Dimensions: 1, 5, HWB2, HWB5, G6*)
- Support the ward manager in delivering the core values and beliefs of the ward/department. (*KSF Dimensions: 1, 2, 4, 5, 6, G6*)
- Support the ward manager in his/her role in delivering the functions of the Modern Matron role, within the clinical setting (i.e. 'Winning Ways' – Infection Control and 'Better Hospitals Food Programme') and take appropriate action when standards of quality, quantity and timeliness are not met. (*KSF Dimensions: 1, 2, 4, 5, 6, G6*)
- Provide clinical leadership and line management of staff ensuring delivery of the highest professional standards through staff development and performance review. (*KSF Dimensions: 1, 2, 4, 5, G1, G6*)
- Act as a professional role model, through commitment to the integration into practise of Trust policies and procedures (i.e. Uniform policy). (*KSF Dimensions: 1, 2, 4, 5, HWB2, HWB5, G6*)
- Contribute to formulating policies and strategies within area of practice. (*KSF Dimensions: 4, 5, G1*)
- Actively contribute to the Clinical Governance processes. (*KSF Dimensions: 4, 5, G1*)
- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement. (*KSF Dimensions: 4, 5, 6*)
- Act in a manner to consistently support equality and diversity in all interactions. (*KSF Dimensions: 1, 6*)

Managerial:

- Develop and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust. (*KSF Dimensions: 1*)
- Be actively involved in all aspects of the admission and discharge process. (*KSF Dimension: 1, HWB1, HWB2, HWB5*)
- Develop and maintain organisational and managerial skills relevant to the unit facilitating a satisfactory interface with the MDT and all ward areas. (*KSF Dimensions: 1, 6, HWB2, HWB5, G6*)
- Be aware of cost implications associated with the service and ensure effective use of all resources including staff and medical and surgical supplies (*KSF Dimensions: 4, 5, G4*)
- Support ward manager in the optimal clinical and cost effective use of temporary staff (*KSF Dimensions: 1, 4, 5, G4*)
- Participate in objective setting and performance management, ensuring ongoing staff development and achievement of Trust strategic objectives. (*KSF Dimensions: 2, G1, G6*)
- Act as a support to the Ward Manager and deputise when necessary. (*KSF Dimensions: 1, 5, 6, G6*)
- Become actively involved in promoting and implementing service improvements and help to encourage sustainability of projects and their evaluation. (*KSF Dimensions: 2, 4, 5, G1, G6*)
- Participate in the development, implementation and on-going assessment of policies and procedures directly related to all aspects of patient/child care, ensuring that they comply with accepted Trust documentation. (*KSF Dimensions: 4, 5*)
- Undertake staff appraisals as requested by Ward Manager/Senior Sister/Charge Nurse. (*KSF Dimensions: 2, 4, 5, G1, G6*)
- Attend, contribute and as required lead ward/clinical team meetings. (*KSF Dimensions: 1, 4, 5*)

Educational:

- Provide continuing development of preceptorship, ensuring the role of the preceptor and preceptee is mutually beneficial. (*KSF Dimensions: 2, 5, 6, G1, G6*)
- Act as a mentor/preceptor and resource person for all nursing and support staff encouraging a high level of motivation in all involved. (*KSF Dimensions: 2, 4, 6, G1, G6*)
- Ensure mentorship training is updated annually. (*KSF Dimensions: 2, 5*)
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students (*KSF Dimensions: 1, 2, 4, 6, G1, G6*)

- Actively contribute to the clinical development of staff, ensuring the teaching of practical skills to agreed competency levels for staff as identified in departmental action plans. *(KSF Dimensions: 2, G1, G6)*
- Maintain own continuing professional development in accordance with CPD requirements, contributing to the formation of own objectives and personal development plan. *(KSF Dimensions: 2)*
- In conjunction with the Senior Sister / Charge Nurse and Education Lead develop and maintain orientation programmes for new staff and students *(KSF Dimensions: 2, G6)*
- Provide educational and supportive opportunities to pre registration nursing students to ensure placements satisfy all requirements of their learning agreements. *(KSF Dimensions: 2, 4, G1, G6)*
- Develop skills to act in a support / advisor role to all members of staff and carers involved with the *client group*. *(KSF Dimensions: 2, HWB1, G6)*
- Provide an environment that encourages *client centred* involvement where *clients* ask for help, advice and education.*(KSF Dimensions: 1, 2 ,HWB1)*

Research and Audit:

- Demonstrate awareness of research process and resources available. *(KSF Dimensions: 4, 5)*
- Participate in clinical audit as required, ensuring research based practice and standards of care for the service are developed and implemented within the unit/ward. *(KSF Dimensions: 1, 4, 5, IK1)*
- Ensure an up-to-date knowledge of current evidence based practice. Implement research findings in collaboration with the MDT where appropriate, to ensure quality of service and effective practice. *(KSF Dimensions: 2, 4, 5)*
- Contribute to the Audit of the service and ensure quality is maintained and change managed effectively and efficiently.*(KSF Dimensions: 1, 4, 5, IK1)*

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health

and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

Smoking Control Policy

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to smoke only in designated areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date:

CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S UNIVERSITY HOSPITALS NHS TRUST

PERSON SPECIFICATION
Sister / Charge Nurse (Band 6)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>First level registration - (RN(Adult)/RN(Child)/RSCN Evidence of CPD in relevant specialty Evidence of Level 3 studies Relevant teaching qualification Qualified to function as mentor for pre registration students.</p>	<p>Child Protection / name relevant qualification D32/33 or A1 modules. Appropriate management or leadership courses.</p>
EXPERIENCE	<p>Minimum of 2 years relevant post registration experience, 1 of which must be within relevant clinical setting. Evidence of professional leadership, leading to innovation in practice. Evidence of multi disciplinary/multi agency working.</p>	<p>Experience of clinical audit. Experience of research activities</p>
SKILLS, ABILITIES AND KNOWLEDGE	<p>Excellent written and verbal communication skills. Evidence of teaching and assessing skills/ability. Clinically competent in name clinical area/speciality Proven workload management of self and of a others. Proven ability to problem solve. Willingness to be flexible and adaptable. Effective organisational skills Good analytical and clinical decision making skills Awareness of Clinical Governance process</p>	<p>IT/word processing skills</p>
PERSONAL ATTRIBUTES	<p>Motivated to personal and professional development of self and other junior colleagues. 8Treats colleagues and the general public with dignity and respect. Capacity to work with colleagues at all levels Exemplary personal standards of conduct and</p>	

	behaviour. Enthusiasm and inspirational skills.	
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