

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Sister/Charge Nurse
DEPARTMENT:	Ward
SALARY GRADE:	F
HOURS:	37.5 per week To include week-ends On-call cover will be required
CONTRACT:	Permanent
RESPONSIBLE TO:	Ward Manager
ACCOUNTABLE TO:	Chief Nurse

Job Summary

- Lead Nurse on an elective surgical ward.
- Assist the Ward Manager in creating and maintaining an environment in which members of the department can contribute to providing a high standard of care.
- Contribute to the management of all areas of the ward.
- Develop new ways of working to include dedicated local anaesthetic lists.
- Support a clinical learning environment that promotes evidence based practice.
- Deputise for the Ward Manager as and when required.
- Maintain excellent communications both internally and externally.
- Work within the NMC code of practice and professional guidelines.
- Promote a patient focused service throughout the ward.

Role & Responsibilities

1. Clinical leadership

- Responsible for the assessment of the patients' nursing needs and the development, implementation and evaluation of programmes of care to meet those nursing needs.
- Ensure that patients and carers/relatives are involved in the planning and delivery of care.
- Ensure that effective communication is established and maintained with patients and carers/relatives.
- Ensure that patients' needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs and discharge arrangements.
- Collect, collate, evaluate and report information, maintaining accurate patient records.
- Lead in the development of local guidelines, procedures and policies.
- Recognise and respond appropriately to urgent and emergency situations.
- Ensure patient records are maintained and that documentation reflects care provided.
- Provide leadership and organisation in the clinical area.
- Co-ordinate the nursing team and ensure effective deployment of staff.
- Be a professional role model for junior staff, demonstrating clinical skills competently and contributing towards the provision of nursing expertise.
- In conjunction with the Ward Manager be responsible for setting, monitoring and maintaining high standards of care.
- Take appropriate action to address unexpected changes in staffing levels and skill mix.
- Actively participate in clinical supervision.
- Promote the development of services within the department and assist the Ward Manager to implement change.
- Facilitate open and effective communication within the department team using advanced communication skills.
- Ensure all nursing staff comply to Hospital policies and procedures

2. Clinical

- Assess, plan, implement and evaluate evidence based nursing care.
- Collect, collate, evaluate and report information, maintaining accurate patient records.
- Take responsibility for correct use and operation of medical equipment in line with Hospital policies.
- Establish and maintain effective communication with patients and their families.
- Recognise and respond appropriately to urgent and emergency situations.
- Recognise and respond to patients' conditions using knowledge, skills and experience.
- Keep up-to-date with current issues and developments in nursing care.
- Actively promote healthy lifestyle choices for patients.

3. Management and Leadership

- Manage the ward and provide line management for the nursing team.
- Manage a caseload without direct supervision and ensure patients' care needs are met across a clinical area.
- Comply with Hospital policies and procedures relevant to the area of work and be aware of impact on other services.
- Undertake staff supervision, attendance management and sickness reviews, individual performance reviews and personal development planning and ensuring issues of poor competence/performance are addressed.
- Act as mentor to student nurses/junior nurses.
- Responsible for ensuring the provision of nursing care is given in the most efficient and effective manner.
- Achieve the best use of clinical resources, ensuring an efficient and effective throughput of patients to the ward/clinical area/caseload.
- Contribute to the business planning process. Promote the development of services determining new ideas for improvement within the ward/clinical area and implement change.
- Lead recruitment and retention within the ward/clinical area; including the preparation of adverts, developing job descriptions and specifications, arranging interviews and local induction.
- Ensure the effective and efficient use of physical and financial resources and fulfil the responsibility of a budget holder where required to do so.

- Monitor and evaluate health, safety and security of self and others and implement best practice in the clinical area.
- Act on concerns reported by team members or service users.
- Oversee the standards of cleanliness of the ward/clinical environment and the control, reduction and prevention of hospital acquired infection.

3. Resources

- Support the Ward Manager to maximise best use of clinical resources.
- Maintain and monitor adequate stock levels and ensure economic use of resources.

4. Education

- Provide education opportunities for the Ward team including induction and training new members of staff.
- Ensure own compliance with regard to mandatory training and Revalidation requirements. Recognising own personal need for continuing education.
- Attend all mandatory training/update sessions.
- Respond to the educational needs of staff by imparting knowledge of treatment and nursing care.

5. Professional Accountability

- Limiting ones actions to those which you feel competent to undertake.
- Maintain active status on NMC Register.
- Act in accordance with NMC Code and guiding documents.
- Adhere to Hospital policies and procedures.
- Maintain up-to-date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.

6. Clinical Governance

- Take a lead in the management of risk by effective assessment and monitoring of adverse incidents and near misses. Ensure incidents are appropriately recorded and acted upon to maximise benefits to patient care.
- Ensure that all reasonable precautions for a safe and secure environment for self and others in accordance with Health and Safety legislation are in place, reporting any areas of concern to the line manager.
- Take a lead in ward audit and the development and implementation of the action plan.

- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Instigate patient and public involvement activities in the ward/clinical area, leading to service improvement.
- Promote people's equality, diversity and rights.
- Monitor the standards and quality of nursing care and lead on improvement through benchmarking, audit and research.
- Provide response to patient complaints.
- Ensure effective emergency plans and procedures are in place and that staff are able to respond appropriately in emergency situations.
- Ensure compliance with Fundamentals of care.

Additional responsibilities

Safeguarding Children, Young People and Vulnerable Adults

All employees must evidence training for all Safeguarding Policies and Procedures. All employees are expected to behave in such a way that supports Fairfield Independent Hospital's commitment to Safeguarding children, young people and vulnerable adults.

Sisters, Charge Nurses and RNs to act as an advocate for safeguarding patients, demonstrate courage to speak up when there are concerns about care.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

All employees must act in ways that support equality and diversity and recognizes the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: