JOB DESCRIPTION

1. JOB DETAILS

Job Title: Junior Sister / Charge Nurse
Band: 6
Department / Ward: Children’s Directorate
Division: Women & Children’s

Your normal place of work is Neonatal Unit or such other location within The Pennine Acute Hospitals NHS Trust or its associated sites where you may reasonably be required to work for the proper performance and exercise of your duties.

2. ORGANISATIONAL ARRANGEMENTS

Accountable to:
1. Managerially – Ward Manager
2. Reporting to – Ward Manager

Other Accountabilities
1. Professionally – Divisional Nurse Director
2. Clinically – Neonatal Matron

Responsible for:
1. In the absence of the Neonatal Unit Manager and Senior Sister holds responsibility for all grades of staff on a shift by shift basis

3. JOB SUMMARY:

Contributes towards the management of the ward/department. Deputises for the Ward Manager/Senior Sister as and when required. Provides professional leadership and support. Actively promotes practice and educational development at ward/departmental level. Acts in accordance with the NMC Code of Professional Conduct.

4. ROLES AND RESPONSIBILITIES

1. Provides effective managerial and clinical leadership of ward/department staff in conjunction with or in the absence of the Ward Manager.

2. Contributes towards the effective use and deployment of ward/department staff.
3. Undertakes individual performance reviews and identifies and implements personal development plans for junior staff.

4. Assists in the effective management of the ward/department consumables budget.

5. Complies with all Trust policies and national guidelines.

6. Deals personally with patients, families and carers in order to aid resolution of complaints.

7. Represents the ward at meetings as and when required.

8. Facilitates open and effective communication within the ward team.


10. Acts as a role model at all times and contributes to the provision of nursing expertise and specialist knowledge within the area of practice.

11. Takes an active role in the implementation of the emerging nursing agenda.

12. In conjunction with the Ward Manager, develops and implements ward induction programmes, perceptorship, clinical supervision and PREP.

13. Pursues his/her own professional, clinical and managerial education and development in line with their personal development plan.

14. Contributes towards an environment in which individuals take ownership for their own development.

15. Responsible for implementing educational programmes within the ward/department area which meet the development needs of both nursing and other support staff.

16. Acts as a mentor for both pre and post registration nursing staff.

17. Attends mandatory training and update sessions.

18. In conjunction with the Ward Manager, develops and reviews patient education and health promotion programmes for patients, relatives and carers.

19. Supports the development of an environment that promotes the value of nursing care.

20. Maintains a high clinical profile and facilitates application of theory to practice.


22. Assists in the effective utilisation of resources to achieve a high standard of nursing care.

23. Maintains accurate, legible and timely written/verbal reports that inform other members of the multi-disciplinary team and patients and their carers.

24. Progresses the implementation of Clinical Governance initiatives by acting as a change agent and taking a proactive role in service development.

25. Contributes towards the collection and evaluation of information in order to support clinical decision-making.

27. Takes a lead role in the development of multi-disciplinary audit at ward/department level.

28. Assists in the implementation and monitoring of action plans in order to achieve and maintain ward/departmental standards.

29. Demonstrates commitment to research skills.

30. Recommends research projects that will benefit patient care.

31. Is receptive and supportive towards the research plans of others.

32. Contributes to the writing of policies, procedures, guidelines and protocols.


34. Demonstrates commitment to developing own research skills.

35. Bases own nursing practice on evidence based guidance.

36. Identifies relevant areas for research/evaluation studies.

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

5. RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

6. RECORDS MANAGEMENT / DATA PROTECTION ACT

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

7. HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.
8. CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

9. EQUAL OPPORTUNITIES

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect, irrespective of their background.

10. TRUST POLICIES/TRUST VALUES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

As a trust employee you are expected to work in accordance with the Trust’s values.

11. RESEARCH

The Trust managers all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

12. SAFEGUARDING VULNERABLE PEOPLE (CHILDREN/ADULTS)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Trust for further guidance. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

13. PROTECTION OF VULNERABLE ADULTS/CHILDREN (CRB)

CRB Disclosure checks are carried out for all new appointments who have access to children or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to CRB checks, and are successful.

14. INFECTION PREVENTION

Protection of patients from healthcare associated infection (such as MRSA and Clostridium Difficile) is everyone’s business. All healthcare workers have a duty to provide clean, safe care by observing basic hygiene i.e. washing hands (soap & water; alcohol gel) before and after contact with the patient and the clinical environment. Clinical staff additionally must practice Aseptic No Touch Techniques for invasive procedures and aftercare.
15. COMPLAINTS

The Pennine Acute Hospitals NHS Trust offers an accessible and impartial complaints service, which is accountable, confidential and effective. The service will be responsive, simple and speedy, whilst remaining thorough. All staff should regard complaints as natural, positive suggestions on services that the Trust provides. Staff should be sensitive to the wishes, hopes and anxieties of patients, relatives, friends and the community generally. Where staff find it is not possible to provide the required information, explanation or reassurance, then the issue may be passed to the Patient Advice and Liaison (PALS) Officer.

16. CODE OF PROFESSIONAL CONDUCT

Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.

17. SUSTAINABLE DEVELOPMENT

As an employee of Pennine Acute Hospitals NHS Trust, you are part of our pledge committed to the reduction of the Trust’s carbon footprint. Every employee can play a vital part and contribute to our social responsibility to use resources in a more sustainable way. You have a duty to ensure you participate in the Trust’s recycling programmes, energy saving plans, travel reduction strategies and new green initiatives that will be introduced to work towards a sustainable future.

18. GENERAL COMPETENCY ON DATA QUALITY

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust’s computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust’s Information Quality and Clinical Record Keeping policies.

Date Prepared:

Prepared By:

Agreed By:

Employee’s Name and Signature: Date:

Manager’s Name and Signature: Date:

Date Reviewed:

Reviewed By:
THE PENNINE ACUTE HOSPITALS NHS TRUST

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements, which the post holder requires to perform the job to a satisfactory level.

**Job Title:**

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<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
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<tbody>
<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>1. 1st level registration</td>
<td>Management/leadership course/module</td>
<td>Application Form Certificates</td>
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<td>2. ENB 405</td>
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<td>3. Preparation for mentorship module</td>
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<td>4. ENB 998 or equivalent</td>
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<td>5. City &amp; Guilds 7307 or equivalent</td>
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<td>6. In possession of or working towards a professional or management degree</td>
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<td><strong>EXPERIENCE</strong></td>
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<td>1. Substantial post registration experience, including proven experience at Band 5 within related field</td>
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<td>Application Form Interview</td>
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<td>2. Demonstrate an interest in research and audit</td>
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<td>3. Demonstrate an awareness of change management</td>
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<td><strong>SKILLS/KNOWLEDGE</strong></td>
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<td>1. Good written and verbal communication skills</td>
<td>ECDL modules</td>
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<td>2. Excellent interpersonal skills</td>
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<td>3. Word processing/internet/email skills</td>
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<td>4. Experience of ward/department management.</td>
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<td>5. Awareness of current issues in nursing</td>
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<td><strong>OTHER</strong></td>
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<tr>
<td>1. High level of personal and professional credibility</td>
<td>Interview</td>
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<td>2. Diplomatic and sensitive to the needs of others</td>
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<td>Document Check</td>
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<td>3. Approachable disposition</td>
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<td>4. Enthusiastic</td>
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<td>5. Ability to work flexibly to meet the needs of the service</td>
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<td>6. Work Health Assessment if required</td>
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<td>7. Attendance in line with Trust Sickness and Absence Policy</td>
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<td>8. DBS</td>
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Date Prepared: 

Prepared By:
Agreed by: Employee
Date Agreed:
Date Reviewed:

Agreed By: Manager
Date Agreed:
Reviewed by: