JOB DESCRIPTION

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1.   JOB DETAILS

Job Title: **Sister / Charge Nurse**
Grade: **AfC 6**
Responsible to: **Deputy Nurse Director**
Reports to: **Senior Sister**
Location: **Sheffield Teaching Hospitals NHS Foundation Trust**

Minimum Qualifications Required:
          Registered Nurse (Valid with NMC)
          Advanced Diploma Nursing Studies or Equivalent
          ENB 100 or equivalent Critical Care qualification
          Teaching and Assessing / mentoring Qualification

Minimum Length of Previous Experience Required:
          Extensive Post Registration experience within the specialty, including
          appropriate experience as a qualified Critical Care Nurse.
          Successful completion of Core, Relevant Specialist Competencies.
          Evidence of Post Registration education relevant to role
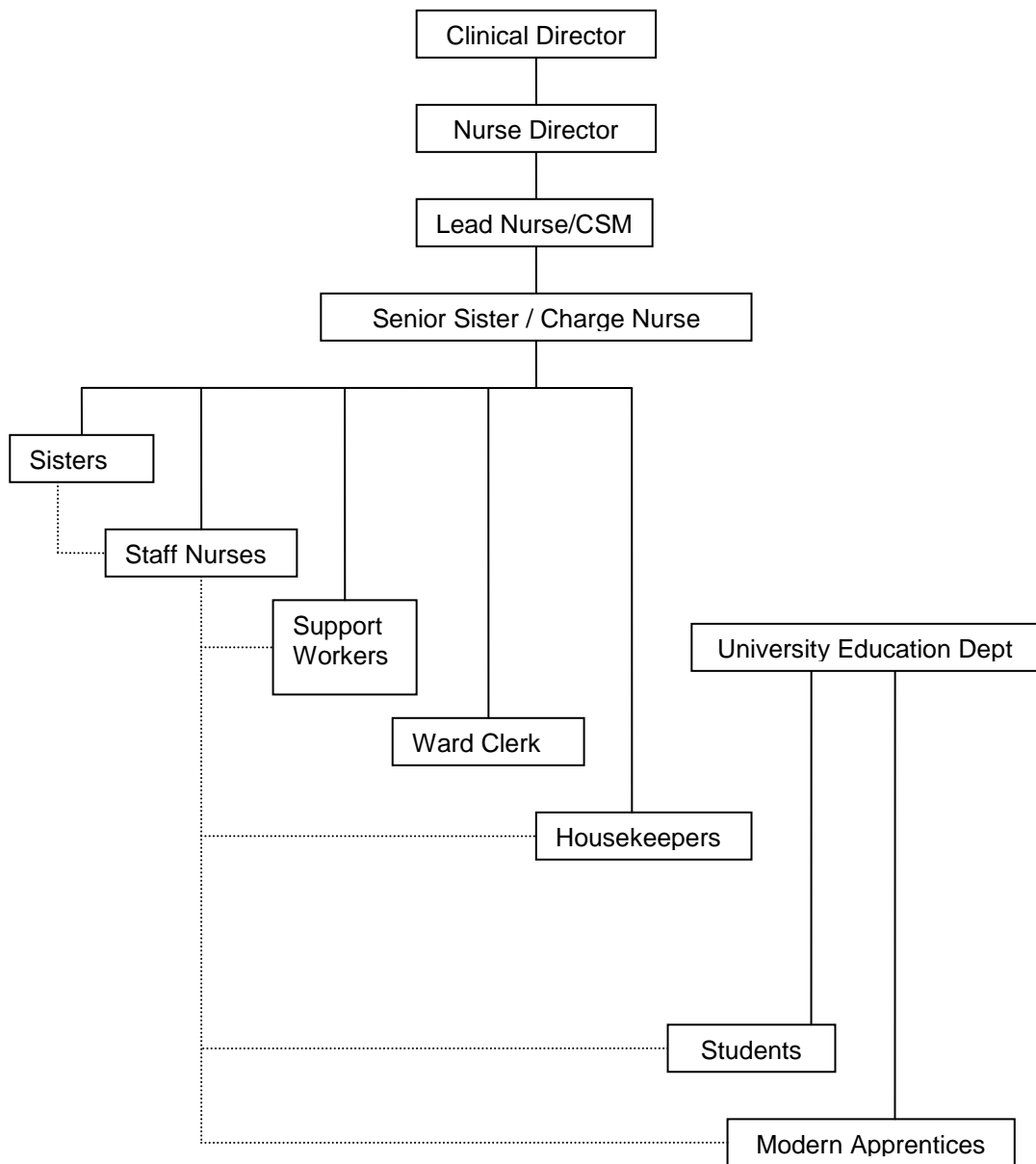   Evidence of Management and Leadership Qualities

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2.   JOB PURPOSE

To develop and provide specialised programmes of nursing care to a diverse range of patients
and support to carers on the ward.
To lead a team of qualified, support and student team members.
To take charge of the ward / department regularly
Support the Senior Sister / Senior Charge Nurse in ensuring the highest standard and quality
of nursing care is delivered.

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3.   ROLE OF THE DEPARTMENT

To provide high quality patient services and care to the Critical Care directorate.

4.   DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART

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                    Clinical Director
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                    Nurse Director
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                    Lead Nurse/CSM
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               Senior Sister / Charge Nurse
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Sisters

Staff Nurses

Support Workers

Ward Clerk

University Education Dept

Housekeepers

Students

Modern Apprentices

_____   Line Manager

....   Supervised by

5. MAIN DUTIES AND RESPONSIBILITIES (in priority order)

1) To undertake and support in the assessment, planning, implementation and evaluation of specific programmes of patient care.

2) Exercise judgement in assessing wide ranging patient problems and promote options for optimum patient care**.**

3) To maintain effective communication with all patients, carers and members of the Healthcare team.

4) To act sensitively, confidentially and with empathy in demonstrating understanding of wide ranging physical and emotional needs.

5) Work unsupervised, in charge of the ward / dept within Trust Guidelines, Policies and Procedures and the NMC Codes of Conduct, seeking advice on non-routine matters from line managers or Duty Matron.

6) To ensure accurate, contemporaneous and timely care records, both written and electronic.

7) Support the Senior Sister / Senior Charge Nurse in the maintenance of the framework of Healthcare governance and understand responsibilities to patients for assessing risk, health and safety legislation including the use and decontamination of clinical equipment, information governance and quality assurance measures.

8) At all times to protect, improve and preserve patients' health by adherence to infection control policies and practice.

9) Exercise professional judgement by applying skills and knowledge to the safe ordering, custody and administration of drugs.

10) To provide specialist advice to patients, carers and all members of the multidisciplinary team within and outside of the Critical Care Directorate**.**

11) To act as a role model and teacher, providing mentorship and support and demonstrate exemplary practice to all members of the Nursing team.

12) Support people in making better choices for their health and the health of their families.

13) Promote the introduction of new policies and working practices within the multidisciplinary team.

14) To participate in and undertake surveys, audit and research. To promote clinically effective nursing by demonstrating compliance with evidence based practice.

15) To achieve and maintain the identified specialist and management competencies of a Sister in the Critical Care directorate, through IPR and Professional Development Planning.

16) To undertake IPR, Professional Development Planning and clinical supervision with team members.

17) Support the Senior Sister / Senior Charge Nurse in all aspects of his/her role to ensure the smooth running of the ward.

18) Promote a professional and happy environment, conducive to high patient and staff morale, achieved by leadership, personal example and direct involvement in the activities of the Ward environment.

19) Ensure compliance with the NMC post registration education and re-registration standards.

20) Provide basic human resources advice, in the absence of the Senior Sister / Senior Charge Nurse

21) To act for the Senior Sister / Senior Charge Nurse in his/her absence.

22) To be pro-active in daily monitoring of patient / relative satisfaction and act swiftly to resolve any concerns.

23) To assist in the initial investigation of formal complaints

24) To act as a point of contact for other wards/departments within the specialty seeking advice on non-routine matters from the duty Matron.

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6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

Ensure adherence to the Trust Policy for handling recording and safekeeping of patients' cash/valuables.
Signatory for the verification of Bank / Agency Nurse attendance sheets in the absence of Senior Sister/ Senior Charge Nurse.
Verify unsocial hours claim forms in the absence of the Senior Sister/Charge Nurse and submit for authorisation.

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7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

Supervise the work of Staff Nurses, HCAs and Students on a daily basis.
Participate in the recruitment and selection of junior nursing staff
Assist the Senior Sister/Charge Nurse in the preparation of the duty roster to ensure support for clinical activity.
Assist the Senior Sister/Charge Nurse in the monitoring of sickness absence.

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8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

Ensure the safe use of equipment.
Ensure that stocks and supplies of consumables and drugs are ordered, checked and used safely and effectively.

9.   WORKING RELATIONSHIPS (please identify the main personnel with whom the postholder will be required to communicate with and advise internally and externally)

Sister/Charge Nurse and Nurse Specialists
Deputy Nurse Director and Nurse Director
The Multi-disciplinary team including Doctors, Therapists, Ancillary Staff
Patients, Relatives and Visitors
External Agencies
All disciplines of staff across the Trust

CB/Dept 14.03.14