NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Sister**  Responsible To: **Ward Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| * To participate in the effective management of the ward, taking charge regularly in the absence of a Ward Manager. * To participate in the Nurse in Charge rota, co-ordinating and managing the hospital out of hours. * To understand and implement the agreed policies and procedures of New Victoria Hospital and maintain compliance with the Fundamental Standards of Care outlined in The Health and Social Care Act 2008 (Regulated Activity) Regulations 2014. * To maintain a high standard of patient care through patient centred care * To develop clinical practice and professional competence, reflecting the beliefs in nursing practice outlined in the Ward/Hospital Philosophy. * To work and liaise with consultant users and other disciplines as appropriate within the hospital, always striving to provide a high quality of service. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide exceptional nursing care to all patients of New Victoria Hospital. As part of a dedicated team you'll work collaboratively to meet the needs of patients, within framework of The New Victoria’s policies and procedures. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Patients and their visitors * All members of the Nursing Team * Consultant users * RMOs * All other Medical Disciplines * All other employees |
| 1. **Duties and Responsibilities of the Post** |
| **Professional**   * To maintain current registration with the Nursing and Midwifery Council (NMC) through revalidation and compliance with NMC: The Code, Professional standards of practice and behaviour for nurses and midwives. * To develop a team approach to equality and diversity, ensuring relevant policies and procedures are implemented into practice and acted upon if discrimination occurs. * To promote effective team work through good communication and example, ensuring that all disciplines working within the ward area are fully involved in the development of the service. * To ensure that the dignity, safety and well-being of the patient are respected at all times. * To observe the codes of confidentiality to patients, medical staff and colleagues. * To participate in the production and implementation of programmes for evaluating nursing policies and procedures ensuring the highest standards according to current practice. * To understand the principles and practice the correct procedures with regard to Infection Control, CPR, Manual Handling and Lifting, Fire and Health & Safety. * To attend mandatory training updates annually. * To carry out delegated duties within sphere of capability and authority. * To demonstrate evidence based practice which includes keeping abreast of professional and clinical developments, attending seminars, courses, reading appropriate journals and participating in nursing research and project work.     **Clinical**   * To observe the clinical policies, procedures and standards within the ward/hospital and to ensure that all junior staff follow these procedures. * To be responsible and accountable for assessing, planning, implementing and evaluating nursing care for a named group of patients, demonstrating research based practice. * To identify and discuss problems and needs in relation to care with the patient and associated nurses. * To supervise and participate in giving skilled care and treatments meeting the highest standards according to current accepted practice. * To communicate effectively with patients, relatives, nursing staff and the multi-disciplinary team. * To supervise/participate in the admission, transfer and discharge of patients, arranging relevant services and completing appropriate documentation. * To ensure that accurate and comprehensive nursing records are maintained and that there is comprehensive giving and receiving of handover reports. * To respond promptly to a cardiac arrest and assist and advise on emergency situations. * To liaise with and provide relevant information to consultant users and other members of the multi-disciplinary team. * To promote and advise on the promotion of health and prevention of illness. * To act as a clinical resource to help ward staff with complex decision making. * To adopt the purpose and philosophy of nursing within the ward and hospital. * To adopt and ensure the implementation of agreed policies and procedures of the New Victoria Hospital relating to clinical and professional practice. * In the absence of a Pharmacist, to gain entry into Pharmacy by the correct procedures to collect and distribute drugs as required.   **Administration and Personnel**   * To be able to assess skill mix requirements in relation to dependency levels and take appropriate action to maintain the optimum level of patient care, reporting particular staffing needs to the Ward Manager / Director of Clinical Services when necessary and to understand the cost implications. * To keep the Ward Manager / Director of Clinical Services informed of any changes in matters relating to patients, staff or ward. * To act as clinical adviser/Nurse in Charge of the Hospital following appropriate experience and training. * To assist in maintaining the safety of ward personnel, ward environment and ward equipment. * To ensure equipment is safe and in good working order, and report any defects through the appropriate channels. * To report without delay any incidents, accidents and complaints via the Datix reporting system and to the Ward Manager / Director of Clinical Services. * To observe all pertinent charging procedures. * To ensure professional behaviour, appearance and attitudes are maintained. * To co-operate within the nursing and multi-disciplinary team to maintain effective teamwork through good communication. * To communicate appropriate information to the team using Microsoft Teams and the hospital email. * To participate and assist in the practical induction and orientation programmes for new staff. * To attend and contribute constructively to the regular ward meetings and to support the Ward Manager in the continuing development of the department by helping to identify and resolve specific organisational problems that may arise. * To develop a reflective style of nursing practice leading to an annual performance review incorporating self-assessment. * To assist the Ward Manager and participate with ongoing practice developments, and quality issues, acting where necessary, as a change agent in relation to innovations and developments with the Department. * To behave with integrity and dignity at all times in support of the Director of Clinical Services and the hospital. * To undertake other relevant duties as required by the Ward Manager/Director of Clinical Services. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * Registered Nurse (Adult) Part 1 of the NMC register. * Formal teaching/mentoring qualification. * Evidence of Continuing Professional Development. | * ILS * ALS * PILS |
| Knowledge | * Accountability with regard to Nurse in Charge role. | * Leadership training |
| Experience | * Minimum of 2 years post registration surgical experience. * Evidence of managing teams/individuals. * Ability to demonstrate clinical expertise. * Act as a professional role model. | * Has mentored at least 3 pre-registration students in the last 2 years. * Has contributed to preceptorship programmes |
| Skills and aptitude | * Exceptional communication skills (written and verbal) with the ability to demonstrate fluency, clarity and effectiveness at all levels. * Ability to prioritise workload and delegate effectively. * Ability to co-ordinate an emergency situation. | * Conversant with current professional issues and relevant research |
| Personal circumstances | * Ability to work as part of a team * Ability to lead the nursing team * Flexible and responsive to change. |  |