

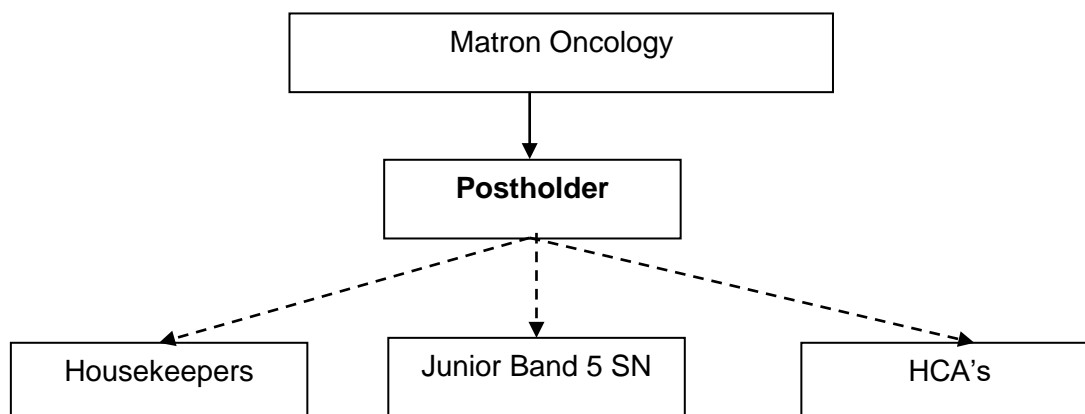
JOB DESCRIPTION

Job Title:	Sister
Band:	6
Job Group:	Nursing and Midwifery
Centre:	Oncology
Location:	Oncology / Haematology Unit
Accountable to:	Ward Manager
Position Number:	9490
Date:	May 2012

Job Purpose

- To function as an competent clinical practitioner within their designated clinical area. To deliver direct patient care whilst, co-ordinating and overseeing nursing/theatre practice.
- To be responsible for ensuring the delivery of clinical activities during their span of duty.
- To ensure that there is efficient and effective utilisation of resources to deliver optimum quality care to their client group.
- To deputise for the ward/ department manager in his / her absence, driving forward evidence based practice and taking responsibility for the supervision of staff and the policies and practices that operate within their clinical area.
- To work flexibly to meet the needs of the service.

Organisational Chart



1. Main Duties and Responsibilities

Management and Leadership

- In conjunction with the ward/ department manager be responsible for the day to day supervision of their ward/ department/team, effectively motivating, and directing staff to ensure that time and resources are managed through effective teamwork.
- To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them during their span of duty
- To organise their team on a daily basis deploying staff appropriately according to their skills and experience.
- To ensure that maximum usage of available bed base is always maintained by utilising agreed operational strategies to facilitate appropriate admissions, and timely discharge to meet the delivery of the EDD process and Nurse led discharge.
- In conjunction with the ward manager receive the calls, where applicable, from the care co-ordinator centre and liaise with appropriate staff to co-ordinate admissions into the ward /department
- To deputise for ward/ department manager as necessary.
- In conjunction with the ward manager take responsibility for implementing and reviewing clinical practices to ensure that they are cost effective.
- To contribute towards the new ways of working which support Centre and Corporate Objectives and improvement programmes .
- To be an authorised signatory for stock orders, staff time sheets and expenses.
- To work with all members of the multi professional team to develop services to ensure the effective provision of all aspects of clinical care are maintained at a high standard.
- To contribute to and influence the total patient experience and journey through collaborative working and effective communications with all members of the multi disciplinary team throughout the hospital.
- To assist in the formulation, and review of clinical policies and procedures in their own ward/ department . To ensure trust wide agreed polices within area of responsibility are adhered to.
- In the absence of the ward/ department manager be a point of contact by ensuring that they are a visible, accessible and assertive figure to whom patients, relatives and staff can turn for assistance, advice and support.
- To act as a role model for other junior staff .
- To support the ward/ department manager to assist PALS staff in helping to resolve the concerns of patients and their families as quickly as possible.
- To ensure that high standards of cleanliness, tidiness and décor are maintained in their designated area. To ensure PEAT standards are adhered to.
- To work with external agencies in particular Social Services, and community nursing and domiciliary therapy services.
- To support the ward/ department managers in the process of change demonstrating professionalism and integrity.
- To contribute towards the development, production and implementation of the wards/ departments objectives, in line with agreed service and financial objectives.

Patient Care

- To practise clinically, co-ordinating and supervising nursing / theatre practice. Ensuring that all patients have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures.
- To be a competent practitioner, leading innovation and demonstrating clinical expertise. The postholder act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust
- To deliver all aspect of care relative to their patient group .
- To assist the implementation and delivery of the Essence of Care standards

- To ensure the use of approved manual handling techniques in delivery patient care using procedures taught by the manual handling team, including the safe use of mechanical and non-mechanical manual handling aids.
- To monitor and assist in the review of clinical standards and practice within their clinical area, with particular attention paid to the drive for evidence-based practice.
- To be aware of the nursing performance indicators and support the Ward/ Department Manager in implementing the action plans to address areas for improvement.

Communication and Relationships

- To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC /or HPC guidelines and unit guidance are maintained.
- Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers have sufficient relevant verbal and written information during the patient's stay.
- To actively support staff working with highly distressing / highly emotional levels of illness.
- To respond appropriately to ineffective communication techniques and styles used by staff, . Supporting the Ward/ department Manager on first line performance management action in the event of continued issues. To undertake basic ward based training for junior staff in relation to communication strategies.
- To demonstrate sensitivity in dealing with complex and confidential information from patients, families and colleagues, giving advice and support when necessary. Respond appropriately to the information given.
- In conjunction with the Ward/ department Manager develop appropriate written and verbal patient information processes and systems
- Will actively contribute towards Ward / departmental meetings.
- To ensure that information / decisions are cascaded appropriately to junior staff using tools forums and communication strategies as identified by the ward/ department manager.
- In conjunction with the ward/ department Manager maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, resolving conflict and working within the team to ensure a high standard of co-ordinated patient care

Education, Professional Development and Training

- To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self development.
- To support the implementation of an effective appraisal system, ensuring that all staff has set objectives that identify and support individual development and training needs.
- To participate in the supervision, training and effective mentorship of junior staff, student nurses and Health Care Assistants .
- In conjunction with the Ward/ department manager identify the training and educational needs for all staff, contributing to the development and provision of the yearly training plan and educational training programmes and opportunities.
- To participate in informal and formal training sessions for their staff, delivering orientation programmes for new staff and provide relevant feedback to all members of the team.
- To support the Ward/ Department Manager in ensuring that all team members attend Mandatory training sessions.

Research and Audit

- Together with the Ward/Department Manager develop standards of care and participate in ongoing research, audit and projects.
- To promote and disseminate relevant research findings to support clinical practice and education within the department.

- To participate in developing systems for assessing the users views on the quality of services provided and for involving patients relatives and their representatives in the planning and development of services.

Human Resources

- To ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately.
- To assist the Ward/ Department Manager in the management of staff within their ward / department including specific induction, recruitment and selection, deployment, training, performance management , sickness/ absence and appraisals .
- Assists the Ward/ Department Manager in planning off duty rotas to ensure appropriate staffing levels and skill mix to meet patient needs.
- To work with the Ward/ Department Manager on the appointment of nursing staff for their designated clinical area.

2. Systems and Equipment

- To maintain and update PAS to support patient care.
- To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment.

3. Decisions, judgement and freedom to act

- To work with the Ward Manager in ensuring services are delivered and targets met.
- To work independently to ensure delivery of quality services within area of responsibility. Works within polices, protocols and professional standards. Seeks further advice and support from the Ward/ Department Manager for actions that effect areas outside their area of responsibility.
- To be accountable for decisions affecting their sphere of responsibility. Liases with Ward/ Department Manager and Nurse Manager on issues that have wider service implications across the organisation

4. Professional Conduct

- To adhere at all times to uniform and appearance policy.
- To conduct oneself in a manner perceived by others as constructive.
- To adhere to all local, national and NMC guidelines in relation to professional standards.
- To report appropriately any observed lapses in professional conduct to the Ward/ department Manager, in line with local and NMC guidelines.

5. Physical, mental and emotional demands of the post

- The postholder will be required to work under considerable pressure at times, particularly when members of staff are absent through sickness or annual leave. Last minute patient additions to clinics can lead to stressful situations when patients' information has to be found at very short notice.
- The post holder will be dealing with patients and relatives who are, on occasion, under considerable pressure and will exhibit signs of stress. Examples of this may be patients who are kept waiting in clinic and those enquiring about the length of time they wait for an appointment, this can sometimes result in verbal abuse.
- The post holder may also be called upon to deal with queries from medical staff if case notes are not available or not correctly prepared – this can be stressful.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

Review

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

Job Description Agreement

I have read and understood the duties that are expected of me.

Manager Name	Post holder Name
Signature	Signature
Date	Date