**Job Description**

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| **Job Title:** | Clinical Sister/ Charge Nurse Band 6 |
| **Reports to (job title):** | Ward Manager |
| **Line Manager to:** | Staff Nurses/Healthcare/Rehab Assistants |
| **Job Purpose:**   |  | | --- | | To manage the day-to-day running of a team of nurses, and the unit when required or in the absence of the Ward Manager.  To Support the Ward Manger to develop effective evidence-based unit with a focus on producing and auditing a supportive learning environment for both patients and staff.  To assist and support the Ward Manager in the implementation of change in line with government initiatives.  To actively work as a member on the nursing team to provide high quality nursing care to patients, be an excellent clinical resource.  Possessing exceptional interpersonal, communication, organizational and leadership skills is essential to this role to be able to support the ward manager to lead a team and manage the team structure, dynamics, and development, to influence and assist in leading sustained improvements within the unit.  The successful applicant will be dynamic, innovative, and motivated with an understanding and passion for multidisciplinary working taking a lead role in the further development of collaborative working between the acute trusts and community hospitals | | |
| **Key Responsibilities**  This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -   * As the Clinical Sister, manage daily with support of the Ward Manager, a team of Registered Nurses, Rehabilitation Assistants and Health Care Assistants, including supervision of student nurses on placement. * Supporting orientation programs for new staff and undertaking staff appraisals and completing probationary periods. * Identify staff development needs and formulate Personal Development Plans with staff liaising with TLE for specific training needs. * Act as a role model for the delivery of high standards of care that complies with the NMC codes of conduct and Trust policies. * Support the Ward Manager to manage urgent clinical issues as they develop e.g crisis management of both staff and patients. Develop coping strategies for dealing with stressful situations with support from senior colleagues. * Participate and provide in-house teaching sessions for colleagues and students as appropriate to their experience. * Assess clinical staff against specific competencies to ensure professional standards are being delivered. * Assist Ward Manager to ensure Statuary and mandatory study days are undertaken by all staff. * Authorisation of annual leave up to two weeks in one episode. * Support the Ward Manager to manage sickness levels within the team, undertaking return to work interviews as required whilst promoting the health and wellbeing of all staff. * Be aware of cost implications of equipment, supplies and bank or agency staff usage in line with establishment and set budget. * Able to interpret and comply with professional codes of conduct and trust operational policies and procedures. * To ensure that holistic high-quality care is provided to the patients. * To work in a team structure, liaising with colleagues, Nurse Specialists, Specialist community teams and other members of the organisation. | |
| **Our Values**  Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.  To many organisations values are just words which don’t translate into reality of the day to day. At HCRG, our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.  We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. They’re our moral compass and define the way we *Think, Care* and *Do* our bit.   1. **Strive for Better** – Think  * Challenge * Improve * Learn  1. **Heartfelt Service** - Care  * Inspire * Understand * Communicate  1. **Team Spirit** - Do  * Accountability * Involve * Resilience | |
| **Confidentiality and Information Security:**  As a HCRG employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information.  This duty lasts indefinitely and will continue after you leave the company’s employment.  All information which identifies living 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. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](file:///\\am-dar-fs01.assuramedical.local\Group\Medical_Services_HR\RECRUITMENT%20-%20NEW\Vacancies%20&%20Advertising\834-862-T3%20-%20Admin%20Receptionist\records%20management%20nhs%20code%20of%20practice) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](http://systems.hscic.gov.uk/infogov/codes/cop/code.pdf) and should only be accessed or disclosed lawfully.  Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.  **Information Governance Responsibilities**  As an HCRG employee you are responsible for the following key aspects of Information Governance (not an exhaustive list):   * Completion of annual information governance training * Reading applicable policies and procedures * Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements. * Ensuring the security and confidentiality of all records and personal information assets * Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines * Adherence to the clear desk/screen policy * Only using email accounts authorised by HCRG – eg @hcrgcaregroup.co.uk, NHSmail etc. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies. * Reporting information governance incidents and near misses on CIRIS or to the appropriate person eg line manager, Head of Information Governance, Information Security Lead * Only using approved equipment for the use of HCRG business. | |
| **Governance**  Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes.  Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with HCRG policies and procedures. | |
| **Registered Health Professional**  All staff who are a member of a professional body must comply with standards of professional practice / conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements. | |
| **Risk Management / Health & Safety**  The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company.  Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.    Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors.  It is essential to always observe strict fire and security precautions.    All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.    All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety. | |
| **Safeguarding Children and Vulnerable Adults Responsibility**  HCRG as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment. | |
| **Medicines Management Responsibility**  **Nursing or registered healthcare professionals**  Undertake all aspects of medicines management related activities in accordance with the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.    **Skilled non-registered staff**  Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved: | |
| **Policies & Procedures**  All Staff will comply with the Companies Policies and Procedures which can be found on the company intranet. | |
| **General**  HCRG is committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.  The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.  **Our children and young people say…** *“We would like the people who work for HCRG to be understanding, patient and respectful. They should be trustworthy and make us feel safe and comfortable. It is important that they use their skills and experience to listen carefully in a non-patronising and non -judgmental way. When staff are positive and friendly, they help to create an environment that is informal and without pressure”* | |
| **Equal Opportunities**  It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success. | |
| **Flexibility Statement**  This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager. | |

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Qualifications**   * First Level Registered Nurse. * Educated to degree level with evidence of an established degree pathway**.** * Evidence continuing professional development. Undertaken an associate mentor course/study day.   **Experience**   * 2 years’ experience of working with older people/rehabilitation/stroke. * Line management experience and ability to work autonomously. * Experience of multidisciplinary working * Evidence of relevant post registration specialist continuing professional development * Evidence of supervising/leading staff * Evidence of innovative clinical practice development and service development   **Knowledge**   * Understanding of the National Service Framework and application to practice. * Understanding of the principle of the Essence of Care and application to practice. * Knowledge of up-to-date clinical practice and current issues in nursing. * Understanding of principles underpinning rehabilitation. * Understanding of the skills required to meet complex care of older people. | * Has or is working towards a Masters level leadership and management education programme. * Working knowledge of rehabilitation models * Qualification in rehabilitation or Care of Older people |
| **Other requirements: -**   * Competent knowledge of IT and electronic communication * Excellent interpersonal skills * Flexible approach * Ability to organise own work and use initiative. * Ability to challenge practice. * Highly developed communication skills – verbal and written. | |

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_