

Emergency Department

Job Title:	Sister/Charge Nurse
Salary:	Band 6
Reports to:	Senior Sister/Charge Nurse
Accountable to:	Clinical Matron

Job Summary

The expectations within this job description will be met through professional leadership, clinical management, hands on clinical practice, education and training, and research.

The post holder will ensure that high quality nursing care is delivered within their designated clinical area.

The post holder will assist in setting the standards of clinical practice, in conjunction with the multidisciplinary team, and will monitor patient outcomes.

The post holder will take direct managerial responsibility for the Emergency Department in the absence of or as delegated by the Senior Sister/Charge Nurse or senior Nurse.

The post holder will assist in the leadership and development of an identified group of nurses.

Duties of the Post

The post of a qualified nurse is characterised by six principle role functions:

- Clinical Practice
- Advanced Clinical skills
- Professional leadership and management
- Education training and development
- Evaluation of care and research
- Human Resources

The balance between practice and management will vary according to day to day priorities, but will be negotiated overall with the Matron / Head of Nursing.

1.0 Clinical Practice

The post-holder will ensure that all areas of practice adhere to all current NMC guidance, and will ensure continued and effective registration with the NMC.

- 1.1** Ensure standards of nursing care and ensure these are delivered at all times by supporting regular monitoring and evaluating patient outcomes.
- 1.2** Ensures that own clinical competencies within the Emergency Department are met and evidence of ongoing clinical competency is adhered to.
- 1.3** To demonstrate clinical expertise in the care of patients receiving emergency or urgent care in the department.
- 1.4** To ensure that nursing procedures are carried out in accordance with the Epsom and St Helier University Hospital NHS Trust Policies, including taking appropriate action in an emergency situation.
- 1.5** Ensures that nursing care is patient focused and that patient dignity and privacy are maintained at all times.
- 1.6** Stores, checks and administers drugs in accordance with Trust policy.
- 1.7** Ensure due regard is given to the customs, values and spiritual beliefs of patients and colleagues and that equal opportunities are practiced.
- 1.8** Ensure the Emergency Department team maintain effective communication both written and verbal with all disciplines, patients and relatives.
- 1.9** Will assist in the responsibility for the designated clinical area, in particular the effective running of the area, with minimal supervision.
- 1.10** Able to assess the short term and the medium term clinical needs of the area and plans to ensure that they are met, and will seek advice and support from outside the clinical area when necessary.

- 1.11 Ensures that all clinical and legal nursing documents are completed accurately and legibly, and that their relevance is understood by junior staff.
- 1.12 Liaises and works in collaboration with nursing and other healthcare professions, patients and their relatives / carers to assist in the timely discharge from the Centre through appropriate discharge planning in conjunction with the Discharge Co-ordinators.
- 1.13 Will use reflective practice as a method of ensuring that appropriate effective nursing care is delivered to each patient.
- 1.14 Ensure own competency in use and safe maintenance of all medical devices within the sphere of responsibility.
- 1.15 Reports all incidents and near misses promptly and appropriately.
- 1.16 Ensures that all complaints are listened to and that issues identified are addressed, with the aim of resolving all complaints locally. The focus on prevention and local resolution of complaints must be part of the ward team philosophy.
- 1.16 Adheres to the infection control policy and promotes the policy with the Emergency Department setting with all professional who are interacting in patient care.
- 1.17 Promote a professional image at all times and be accountable for own clinical practice.

2.0 Clinical Skills

- 2.1 To be able to work and manage all areas within the Emergency areas, with minimal supervision.
- 2.12 To be competent in venepuncture, intravenous cannulation, the administration of intravenous additives, recording 12 lead ECG, male catheterization.
- 2.13 To also be competent to insert and maintain a nasal-gastric tube, to undertake CVP monitoring, and understand pre-operative preparation.
- 2.2 Aware of the Critical Incident plan and participate within preparation for Major Incident management.
- 2.3 To instigate and order haematological and biochemistry blood investigations, and recognise abnormal results.

- 2.4 To be able to administer medications under Patient Group directives.
- 2.5 To be able to undertake an accurate primary and secondary nursing clinically assessment of patients.
- 2.6 Patient assessment, evaluation and education in pain management issues including access and liaison with the acute, chronic & palliative pain teams.
- 2.7 to organise transfers both within and outside the hospital, escorting critically ill patients as requested.

3.0 Professional Leadership and Management

- 3.1 To manage the clinical workload effectively, ensuring care is prioritised appropriately.
- 3.2 Ensure the appropriate / safe skill mix for the shift and following shifts where appropriate.
- 3.3 To take appropriate action to address unexpected changes in staffing levels and skill mix.
- 3.4 Responsible for the supervision and support of all member's of junior staff in the allocated mentor group and others in the absence of their mentor, always acting as a professional role model.
- 3.5 To develop own skills in recruitment, retention, sickness management and performance management as determined by line manager.
- 3.5 Report all serious untoward clinical incidents in the appropriate manner to the Matron/ Head of Nursing or General Manager (or other appropriate Trust manager).
- 3.6 Ability to manage an area within the department in a critical incident.
- 3.7 Ensure that attendances at meetings are supported to promote good communication and staff involvement / empowerment within the team.
- 3.8 Demonstrates the ability to support the needs of the department by using resources effectively.
- 3.9 Ensure that when clinical practice or patient pathways are changed that the financial implications are monitored and reported.
- 3.10 To participate in and encourage team involvement in Clinical Governance and Risk Management initiatives.
- 3.11 Ensure participation in the KSF process.
- 3.12 Ensure confidentiality of all patient and staff information at all times.

3.13 Aware of role in the Emergency Access Target and the requirement to Escalate to senior management in accordance with Trust Escalation policy.

4.0 Education, Training and Development

4.1 Maintain own mandatory training requirements.

4.2 Provide a positive learning environment for all staff.

4.3 Act as a mentor and assessor for pre-registration, post registration and unqualified staff

4.4 Maintain own professional and personal development as agreed in KSF.

4.5 Participate in Student Nurse Education and assessment in accordance with the university requirements.

4.6 Use all opportunities to advocate Health Promotion.

4.7 Advise Participation in Clinical Supervision.

4.8 Maintain personal record of continuing professional development in order to meet Re validation requirements.

5.0 Evaluation of Care and Research

5.1 Promote evidence-based practice.

5.2 Participate in the Clinical Governance programme, encouraging others in the team to participate also.

5.3 Participate in any Clinical Audit programmes and the evaluation of own practice within the clinical area.

5.4 Utilise and participate in research to enhance nursing practice.

Human Resources

Be aware of and adhere to all of the relevant Trust Policies and Guidelines e.g. sickness reporting, absence management and the uniform policy.

Confidentiality

Information relating to patients, employees and business of the Trust must be treated in the strictest confidence.

Health and Safety

To be responsible for Health and Safety requirements in own area of work and to promote the safety and well-being of other staff and patients. It is the responsibility of every employee to take reasonable care for their own health and safety and for the health and safety of anyone who may be affected by what they do.

Equal Opportunities

The Trust is pledged to equal opportunities for all and is committed to ensure that no employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, disability, ethnic or national origin.

Band 6 Sister/Charge Nurse

Person Specification

SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NMC Registered Nurse Teaching and assessing course (i.e. Mentorship or equivalent) Acutely Unwell Adult, Emergency Practice or equivalent Relevant post-registration qualification 	<ul style="list-style-type: none"> Research Degree in Adult Nursing or working towards 	Application Form
Experience	<ul style="list-style-type: none"> Extensive post-registration experience within the specialty (minimum 3 years) 		Application Form & Interview
Knowledge	<ul style="list-style-type: none"> Knowledge of current clinical and professional issues. Understanding of Clinical Audit & Clinical Governance 	<ul style="list-style-type: none"> Knowledge and understanding of change management theories 	Professional Portfolio and Interview
Skills	<ul style="list-style-type: none"> Excellent verbal, written communication skills and interpersonal skills. Triage trained Computer literate Willingness to develop own practice 	<ul style="list-style-type: none"> Working with excel Level 1 or 2 Trauma qualifications 	Interview
Management	<ul style="list-style-type: none"> Ability to work flexibly within an Emergency setting. Experience of team or shift management 	<ul style="list-style-type: none"> Experience in conducting appraisals 	Application form & Interview
Personal	<ul style="list-style-type: none"> Committed to team working, motivated and enthusiastic. Flexible and adaptable approach. Well organised and resourceful. 	<ul style="list-style-type: none"> Creative and lateral thinker. 	Interview