

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Sister / Charge Nurse
Grade:	AfC 6
Responsible to:	Matron Ruth Mansell
Reports to:	Senior Sister / Senior Charge Nurse
Location:	Stroke Pathway Assessment and Rehabilitation Centre at Beech Hill

2. JOB PURPOSE

To develop and provide specialised programmes of nursing care to a diverse range of patients and support to carers within the unit.

To lead a team of qualified, support and student team members.

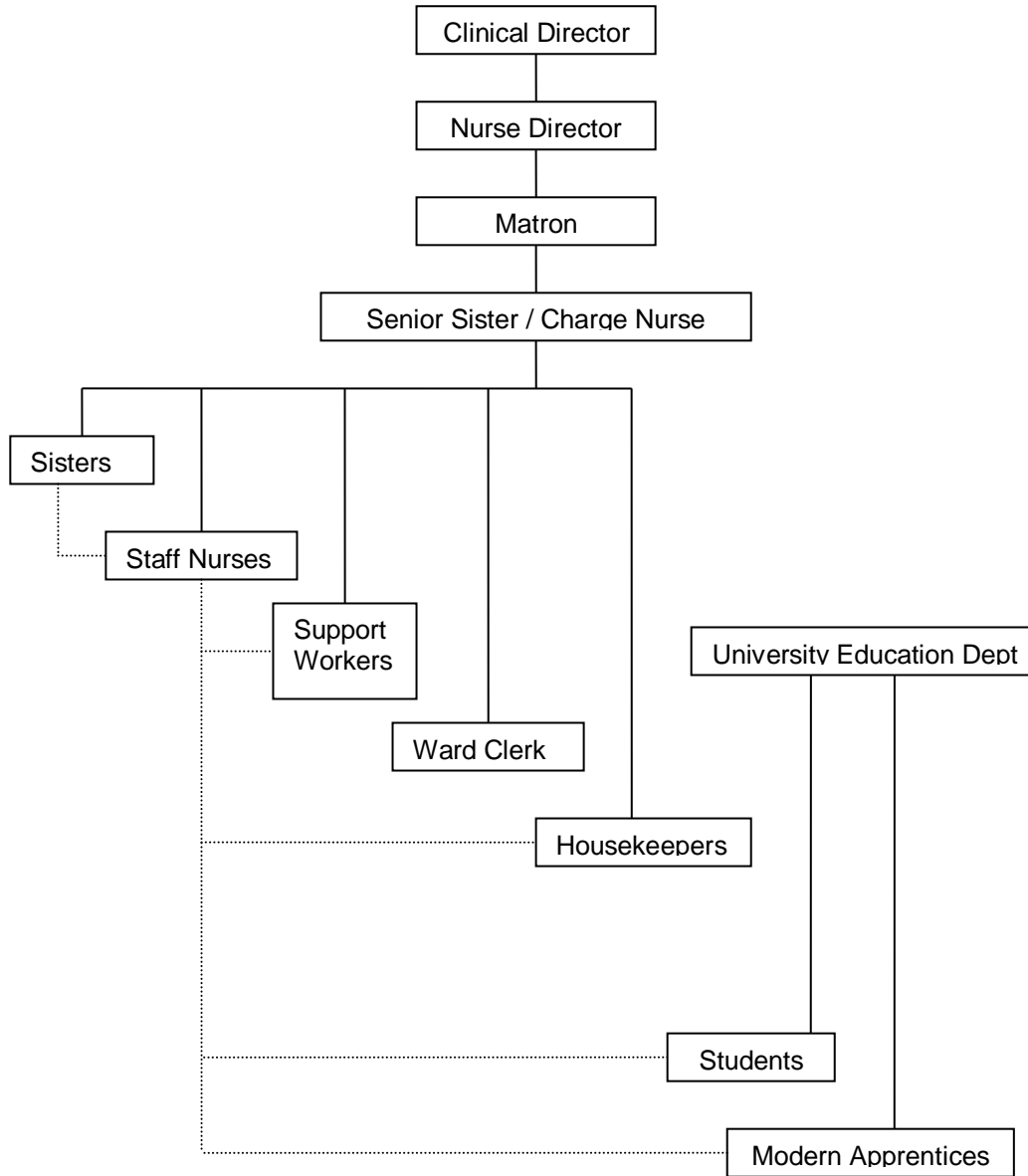
To take charge of the unit regularly.

Support the Senior Sister / Senior Charge Nurse in ensuring the highest standard and quality of nursing care is delivered.

3. ROLE OF THE DEPARTMENT

To provide high quality patient services and care to the Geriatric and Stroke Directorate within the Combined Community and Acute Services Care Group.

4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



_____ 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, taking a lead role in reducing the length of stay of Stroke patients.
- 2)** Exercise judgement in assessing wide ranging patient problems and promote options for optimum patient care,
To develop and implement evidence based programmes of care which are patient focused health promoting and system managed
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- 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 Unit 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 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 strive 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, healthcare assistants and students.

- 11) To act as a role model and teacher, providing expertise in stroke care, providing mentorship and support and demonstrate exemplary practice to all members of the multidisciplinary 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 Multi-disciplinary 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 / Charge Nurse in Geriatric and Stroke Medicine, through PDR and Professional Development Planning, utilising the PROUD principles.
- 16) To undertake PDR, Professional Development Planning and clinical supervision with identified team members.
- 17) To expand own scope of practice in line with expectations and requirements of the role.
- 18) Support the Senior Sister in all aspects of her role to ensure the smooth running of the unit, including the management of beds ensuring the smooth flow of patients through the Stroke Pathway.
- 19) 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. Initiate and lead change as the service develops.
- 20) Ensure compliance with the NMC post registration education and re-registration standards.
- 21) Provide basic human resources advice, in the absence of the Senior Sister.
- 22) To act for the Senior Sister in her absence.
- 23) To be pro-active in daily monitoring of patient / relative satisfaction and act swiftly to resolve any concerns.
- 24) To assist in the initial investigation of Formal Complaints.

- 25)** To act as the unit coordinator and be a point of contact for other wards/departments within the specialty seeking advice on non-routine matters from the duty Matron.

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

Assist in ensuring adherence to the Trust Policy for handling recording and safekeeping of patients' cash/valuables.

Verify eRostering in the absence of the Senior Sister/Charge Nurse and submit for authorisation.

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.

Work closely with the senior ward sister to manage the ward safely keeping staffing within establishment figures.

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. Ensure principles of Productive Ward are effectively utilised.

9. WORKING RELATIONSHIPS

Patients, Relatives and Visitors

Sister/Charge Nurse and Nurse Specialists

Matrons, Lead Nurse and Nurse Director

The Multi-disciplinary team including Doctors, Therapists, Ancillary Staff

External Agencies

All disciplines of staff across the Trust