

POST TITLE:	Sister/Charge Nurse – Neonatal Unit
BAND:	AFC Band 6
ACCOUNTABLE TO:	Matron
RESPONSIBLE TO:	Clinical Nurse/Manager Senior Nurse
LINE MANAGEMENT RESPONSIBILITY FOR:	Clinical Manager

JOB OVERVIEW

To act as the shift co-ordinator providing expertise in clinical area and managerial leadership. Supporting other shift leaders and the ward manager as required. Deputise for the ward manager in her absence. Participate in the development of neonatal services taking a lead on clinical practice issues. Undertake Directorate site-based management responsibilities as required.

DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

The postholder:-

- To work within the NMC code of professional practice and within policies, procedures and guidelines of Calderdale Huddersfield NHS Trust
- To ensure that high standards of nursing care are given and maintained and act when standards are not being maintained.
- Act as a clinical role model, ensuring clinical expertise and practise is enhanced. To participate in the assessing, planning implementation and evaluation of individualised programmes of care
- To recognise changes in patients' conditions which require the intervention of others and refer on as appropriate
- To clearly present the patients' point of view to others including promoting and protection the interest and dignity of patients.
- To take an active role in risk assessment, supporting implementation of strategies to minimise risks. Ensuring incidents and near misses are reported through promoting a no blame culture
- To establish and maintain effective communication, both verbal and written and relationships with the multidisciplinary team
- Co-ordinate the provision of high-quality care ensuring the needs of the baby and families are met
- To be aware of the team member's skills/ capabilities and be able to delegate tasks appropriately. Take an active role in the recruitment and selection of junior staff
- Act as an innovative and enthusiastic role model, providing leadership, guidance and advice to staff on operational and professional issues.
- Attend and participate in meetings as required including providing feedback and disseminating information as appropriate. Lead a specific area of interest within the team
- To provide mentorship and preceptorship as required
- To support the ward sister and manager in providing a suitable and effective learning environment for students etc
- To take responsibility for own continuing professional development and performance including identifying own development needs and maintain own portfolio in accordance with re-registration requirements

- To undertake the (Enhanced Nurse Practitioner course) ENP within an agreed time frame
- To support the professional Development of others in the team
- To manage verbal complaints and refer on when unable to resolve, encouraging junior staff to be proactive in the management of verbal / potential complaints
- To participate in investigation of incidents / complaints required, including preparing detailed reports/ letters to complainants
- To recognise, prevent where possible, and manage areas of conflict, reporting to ward sister if unable to resolve
- To undertake P.D.R's for team members
- To have a high degree of Budgetary awareness and to support the ward manager in the management of the budget and resources

This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.

PERSON SPECIFICATION

ROLE TITLE: Sister/Charge Nurse – Neonatal Unit
BAND: 6

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
QUALIFICATIONS / TRAINING				
Registration with NMC (RGN/RSCN/RN/RM)	E	X	X	
ENB 405 or equivalent	E	X	X	
NLS	E	X	X	
ENB 998 or equivalent	E	X	X	
Willingness to undertake the ENP course with a specified time to be agreed	E	X	X	
KNOWLEDGE, EXPERIENCE & EXPERTISE				
Significant experience at Band 5 following QIS	E	X	X	
Knowledge of dealing with conflict and change	E	X	X	
Evidence of promoting innovation and improvement in service	E	X	X	
Knowledge of future provision of services within the network	E	X	X	
Works within budgetary parameters	E		X	
COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)				
Caring and calm manner with an understanding disposition	E		X	
Excellent interpersonal skills and communication skills	E		X	
Ability to foster multi-disciplinary working	E		X	
DBS REQUIREMENT				
<i>This position is eligible for an enhanced check with adults and children's barred list information</i>				