



Royal Hospital for Neuro-disability Job Description

Job title:	Band 6 Registered Nurse (Charge Nurse)
Department:	Vent Services – Leonora Ward
Salary grade:	£39,108 - £51,580
Responsible to:	Ward Manager
Responsible for:	To work as part of a multi-disciplinary team to deliver a high standard of professional clinical care to patients and residents of the hospital. To provide support for and deputise in the absence of the Ward Manager.
Behavioural Framework:	Leadership Level 1

Scope

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

We are seeking nurse leaders who can support Ward Managers to help build a confident, high quality and caring team who are experts in their field. You will be responsible for championing and guiding a diverse range of nursing and health care assistant staff whilst working alongside other multi-disciplinary colleagues.

As part of the Leadership Team within the Hospital, key responsibilities include the human resource and financial management of the ward. You will ensure the 24 hour nursing service is covered by appropriate rostering and skill mix, facilitate multi-disciplinary team working and monitor/participate in patient care provision.

Main Objectives of the role –

1. Demonstrate an awareness of RHN's objectives and contribute to achieving them appropriately.
2. Strive to improve and offer excellent standards of safe, clinical care.
3. To actively contribute to creating a culture where quality is at the centre of everything we do and is delivered on all occasions to the highest level, in accordance with the appropriate CQC regulations and professional standards including the Nursing and Midwifery Council Code.
4. To deliver a high standard of care to the patient and residents of the hospital.
5. To assess patients care needs and to develop, implement and evaluate programmes of care.
6. Participate in managing nurses and nursing services.
7. To provide support to the Ward Sister and Matron for the service.

Key Responsibilities

Clinical Management & Professional Practice

- You will work within agreed nursing standards and according to Nursing and Midwifery Council Code for nurses and be accountable for nursing outcomes.
- Experience and expertise to work with ventilated patients and to have a clinically excellent knowledge base of this patient group and their needs.
- Extensive knowledge of tracheostomy ventilation is essential to this role.
- To accurately assimilate and interpret clinical data related to the patient's condition, promptly reporting changes and instigating action as appropriate.
- Participate in managing nurses and nursing services by organising the duty rota and patient allocation, anticipating requirements when clinical activity increases/decreases, assisting in forward planning of absences and the effective use of temporary staff ensuring correct grade and skill mix are in place to deliver care and in accordance to agreed establishment figures as directed by the Ward Manager.
- An awareness of the ward budgeted establishment and safer staffing modules so that the ward is run safely at all times and any additional resource is redeployed.
- Work alongside the Ward Manager in ensuring the skill mix is planned and rosters are set 3 months in advance.
- Plan and organise your own workload and define individual roles and responsibilities within the team in order to meet all patients need on a shift whilst ensuring supervision of junior members of staff.
- Ensure the correct storage and administration of medications in accordance with the hospital policies and NMC Standards for Medicine Management and ensure the safe handling of drug keys at all times.
- Practice multidisciplinary team care and contribute actively towards its successful management ensuring that agreed treatment programmes are implemented.
- Contribute accurate and relevant information for multidisciplinary reports.
- Respect the privacy and dignity of all patients at all times and act at all times as the patient advocate.
- Embody the Humanised Care approach and integrate this throughout all clinical and non-clinical care for patients/residents as well as care shown to relatives and colleagues.
- Acknowledging and valuing the contributions of all patients/residents and having an understanding of the needs of individuals with a disability.
- Facilitate appropriate social and recreational activities for patients ensuring patient daily diaries are managed to prevent appointment conflicts.
- Work in other areas within the hospital as required.
- To deputise for Ward Manager in his/her absence.
- To undertake both local and hospital wide audits as required and to participate in Clinical Working Parties and Groups as applicable to clinical knowledge.

Leadership and People Management

- To provide consistent, clear, clinical and professional leadership and act as a mentor and preceptor for all staff demonstrating professional awareness and accountability in care.
- Manage direct reports effectively, delegating appropriately and holding them accountable for the delivery of specific objectives and targets, ensuring they meet the required standards in their current job whilst developing their skills and knowledge.

- Manage nursing care and assist with additional management requirements according to the planned off duty rota whilst adopting a flexible approach to personal off duty rotas.
- Supervise junior members of staff on a shift basis whilst supporting them to develop their roles. Ensure that, where performance issues have been identified, senior nurses are informed.
- Assist the Ward Manager in individual performance reviews, in line with RHN Human Resource policies, providing constructive feedback to individuals on their performance.
- Provide guidance and support to staff on problems affecting their work
- Share knowledge, skills and experience and work collaboratively with colleagues.
- Recognise and value the individuality of team members whilst displaying sensitivity to others feelings and needs.

Training

- Show an awareness of own capabilities and area for improvement.
- Ensure attendance and completion of all mandatory study days of self and others.
- Assist in the identification of learning needs of individuals within the team.
- Participate in the induction and orientation of all new staff members.
- Participate in the preceptorship of newly qualified Staff Nurses.
- Contribute to the assessment of pre and post registration students and / or NVQ candidates.
- Act as a mentor/assessor for pre and post registration students and/or NVQ candidates.
- Contribute towards in-service training as delegated by the Ward Manager.

Communication

- Ensure that all written documentation produced is legible, written in English, accurate and correct in detail, minimising jargon and abbreviations.
- Ensure oral communication is accurate and clear and presented in a tone, manner, pace, sequence and style which is appropriate to the level, needs and capabilities of the target audience.
- Ensure that all communications and interactions entered into are conducted professionally, thoroughly and effectively so that the organisation's reputation and standing is promoted and enhanced ensuring positivity about the organisation and its vision.
- Demonstrate appropriate behaviour in stressful and difficult situations; ensuring that conflicts, disagreements and misunderstandings are handled promptly and effectively.

Integrated Governance & Risk Management

- Understand implications of Integrated Governance and adhere to hospital governance policies including the reporting of incidences, near misses.
- Manage Datix and attend regular Incident Review Meetings to present lessoned learned and shared learning's from the ward.
- Ensure compliance to standards in respect of all legislative requirements, including but not limited to CQC, DSE, Fire, COSHH, BLS, Manual Handling, Safeguarding Vulnerable Adults, Information Security and Infection Control.
- Maintain safe working practices and adhere to clinical risk management policy and recommendations.
- Adopt the correct administrative procedures when dealing with complaints from patients/relatives following set policies and procedures.

- Participate and assist in developing standards of patient care based on sound research findings.
- Participate in change-management processes to improve on care delivery.
- Proactively assist the Nursing Team in audit and quality assurance programmes.

Resource

- Contribute to the identification of resources required on a shift basis.
- Motivate colleagues and self to contribute to effective, efficient and economical use of resources.
- Maintain an effective staff resource plan generated by the senior nursing team to provide cost effective labour and minimise the use of bank and agency staff ensuring staffing is within budget targets.
- Motivating staff to understand how they may contribute to the effective efficient and economical use of resources.
- Identify and report shortages to appropriate manager.

Confidentiality, Disclosure of Information and data Security

- In the course of your normal work you will come into possession of confidential information concerning patients, and staff. This information should be treated confidentially and in accordance with the Hospital's.
- The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Person Specification: Essential and Desirable	
Job Title:	Ward Sister/ Charge Nurse Jack Emerson Centre/Leonora Ward
Grade:	Band 6
Salary	£39,108 - £51,580 per annum
Responsible to:	Ward Manager

Criteria	Essential/ Desirable	Assessment Method				
		A	I	T	R	
Education and Qualifications						
Relevant degree.	E		X	X		
Practice supervisor.	E		X	X		
Practice assessor.	E		X	X		
Evidence of professional/clinical knowledge in area supplemented by specialist clinical, managerial training and CPD.	E		X	X		
Leadership or Management Qualification.		D	X	X		
Professional/Statutory Registration						
RN1 Registered Nurse on the NMC register.	E		X			
Professional Experience						
Evidence of high level of nursing practice - uses evidence based practice to support patient care delivery.	E		X	X		X
Significant post registration experience within relevant speciality. (Min. 18 months post qualification experience).	E		X	X		X
Credible clinical role model who is committed to improving standards and patient care.	E		X	X		X
Experience teaching, assessing and supervising others.	E		X	X		X
Knowledge						
Knowledge of the principles of leadership.	E		X	X		
Ability to assess, plan, implement and evaluate specialist care delivered to patients/clients and give relevant advice/information to patients and relatives.	E		X	X	X	
Awareness of clinical governance and risk management.	E		X	X		
Understanding of clinical audit and research based nursing practice.	E		X	X		
Awareness of resource and workforce management.	E		X	X		
Evidence of continuing professional development.	E		X	X		X
Key Skills and Abilities						

Highly motivated with the ability to inspire, motivate and lead others.	E		X	X		X
Ability to work autonomously.	E		X	X		X
Ability to prioritise work and to co-ordinate the ward or department.	E		X	X		
Excellent time management and organisational skills.	E			X		X
Excellent communication, liaison and interpersonal skills both written and verbal.	E		X	X	X	
The ability to present articulately.	E			X	X	
Ability to be adaptive and work under own initiative. Ability to negotiate effectively. Influential.	E			X		X
Other						
Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs.	E		X	X		X
Ability to identify stress in self and others and to take effective action.	E		X	X		
Able to demonstrate behaviours consistent with the organisations values and Behaviours.	E		X	X		X
Good previous attendance record.	E		X	X		X
Satisfactory enhanced DBS check against vulnerable groups barred lists.	E		DBS			
<i>Assessment Criteria: A = Application, I = Interview, T = Test, R = References</i>						

Our values

Seeing the whole person

Understanding who our patients and residents are and what their specific needs involve. Taking an interest in everyone at the RHN – staff, patients, residents and their families – seeing the whole person, with interests, hobbies and commitments. Providing high quality customer service, developing ongoing relationships and caring for patients as individuals.

Treating people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

Delivery on promises

Doing what we say we will do. Working together to deliver the best possible service for patients, carers and key stakeholders. Taking personal responsibility, being pioneering and sharing knowledge, ensuring clarity, compassion and respect.

Willingness to learn

Giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. Developing new skills, knowledge and technologies, and taking the time to reflect on successes and setbacks.

Demonstrating a commitment to continuous professional and personal development and a flexible approach to working. Being aware of what is over the horizon, anticipating opportunities and having the vision to look forward. Accepting the need for change and developing a culture of continuous learning and improvement.

Honesty and integrity

Acting as a role model and setting an example that motivates and inspires others. Providing a clear direction that recognises and utilises the strengths of our people. Working with a positive attitude, being friendly, open and honest in interactions with others. When mistakes happen, talking honestly and openly about them, to make sure that they don't happen again.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the post holder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: