

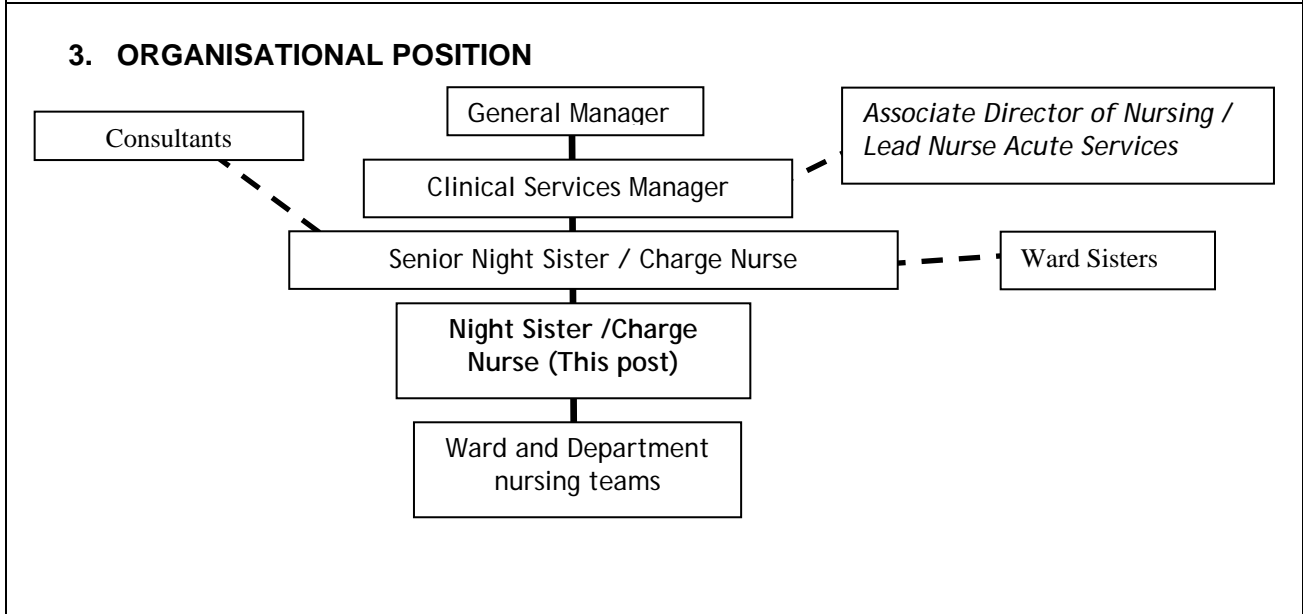


JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Night Sister / Charge Nurse
Responsible to:	Nurse Manager
Department & Base:	Site and Capacity Team
Date this JD written/updated:	28 th Jan 2005
Job Holder Reference number (for insertion by A4C staff):	051416

2. JOB PURPOSE

- To support the senior night sister/charge nurse in providing senior nurse cover for the hospital at night, to best meet changing demands and ensure the delivery of high quality, patient focussed services.
- She/he will provide leadership and support for the overnight nursing team in the Surgical and Orthopaedic Unit (Wards 7,9, and A&E.), managing performance, and facilitating education and professional development.
- Has responsibility for the assessment of patient care needs, and the planning, implementation and evaluation of care.
- Routinely deputises for the Senior Night Sister, accepting responsibility for deployment of staff, resource management and the safety of the clinical and work environment.



4. SCOPE AND RANGE

She /he will support the Senior Night Sister in providing Senior Nurse cover for the Hospital, deploying staff, managing resources and coordinating responses to routine pressures and emergency situations in delegated areas. The post holder has delegated responsibility for the supervision of staff and students on rotational and permanent night shifts working in Wards 7, 9, and Accident and Emergency Department.

The post-holder may be required to work in other wards and departments within NHS Borders.

5. MAIN DUTIES/RESPONSIBILITIES

5.1 Management of health and illness

- Supervises and undertakes the assessment of patient care needs, and the planning, implementation and evaluation of care in the ward/department.
- Actively engages patients and carers in the management of health problems and exploring actions to improve health.
- Act as a source of expert advice in clinical nursing practice and uses opportunities to improve practice.
- Ensures the safe administration, storage and ordering of drugs in the ward/department. After appropriate training will be named as eligible to supply and/or administer medication according to specified Patient Group Directions.
- Triage patients attending A&E, assess, make X Ray requests and refer onwards to the appropriate speciality according to protocols.
- Will support the Senior Night Sister in responding to emergency situations and procedures.

5.2 Communication

- Communicates effectively with patients, carers and members of the multi-disciplinary team, in styles appropriate to people and situations, minimising and resolving conflict and complaint.
- Understands the roles and responsibilities of team members and agencies and liaises appropriately with due regard to patient confidentiality.
- Ensures accurate record keeping in accord with NMC and local standards.

5.3 Quality improvement

- Identifies opportunities to improve services for individual patients and client groups, using clinical audit and research to ensure that practice is evidence based.
- Contributes to the assessment and management of risk, cleanliness and the control of infection, ensuring the safety of the work environment and work processes, for patients, visitors, and staff.

5.4 Learning, teaching and personal development

- Identifies and responds to individual and group learning needs and helps to maintain the quality of the learning environment.
- Participates in staff appraisal, support and personal development planning and the recruitment, and induction of new staff.
- Develop and maintain the scope of her/his professional practice to meet the changing needs of the service, including venepuncture, cannulation, and IV drug therapy.

5.5 Clinical leadership and teamwork

- Supports the Senior Night Sister/Charge Nurse in providing professional leadership to the Unit nursing team, developing the team's ability to achieve service and organisational objectives.
- Deputises for the Senior Night Sister/Charge Nurse in the management of the Unit and in meeting wider Unit and Hospital management responsibilities.

5.6 Professional responsibilities and accountability for practice.

- Manages self and others according to the NMC Code of Professional Conduct and current NMC Guidance.
- Accepts delegated responsibility to manage resources effectively; ensuring that resources and skill mix are appropriate to meet the needs of patients.

6. SYSTEMS AND EQUIPMENT

The post-holder will develop & maintain expertise in the use of the following equipment:

- Moving and handling equipment, including hoists, patient slides, Stryker Trolleys.
- Patient assessment and monitoring equipment, including: Blood glucose meters, tympanic thermometers, height, weighing and BMI scales.
- Intravenous infusion devices and syringe drivers.
- Resuscitation equipment.
- Other equipment: oxygen humidifiers, portable and piped gases and suction, nebulisers.

The post-holder will develop & maintain expertise in the use of the following systems:

- Work to NHS Borders and Departmental policies, procedures and protocols.
- Systems for risk identification, reporting and management, and for managing complaints.
- Procedures for child protection and the protection of vulnerable adults.
- Ambulance Control communication system.
- Homer patient administration system, laboratory and radiology results systems.
- Borders NHS intranet, internet and email, Microsoft Office applications.
- Toxbase.

7. DECISIONS AND JUDGEMENTS

The post holder will be expected to make necessary clinical and managerial decisions on all aspects of the overnight management of the allocated ward/department, using initiative to ensure the smooth and efficient delivery of service. He/she will recognise situations that require assistance and support from her line manager and members of the senior management team.

The post holder is accountable for her/his nursing care and for the standards of care delivered by junior staff in the ward/department. She/he will recognise own ability and limitations and identify these to the line manager, making use of daily informal contacts, formal monthly meetings and hospital bleep system etc.

8. COMMUNICATIONS AND RELATIONSHIPS

- Communicates effectively with patients, carers, members of the multi-disciplinary and management teams, and external agencies, in styles appropriate to people and situations.
- Promote good relationships with patients, public and staff through verbal and written communication.
- Communicates with Ward and Hospital management teams to ensure continuity of service and an effective response to issues and concerns.
- Contributes to informal and formal teaching programmes.
- Meet the emotional demands of caring for ill and dying patients and their carers, and manage the effect of stressful situations on patients and staff.
- Report complaints, clinical, non-clinical incidents and contribute to risk assessments.

9. PHYSICAL DEMANDS OF THE JOB

- The post holder will be mobile for most of each shift.
- Will regularly use a Video Display Unit and keyboard.
- Will assist with moving and transporting of patients, furniture and equipment while ensuring compliance with moving and handling guidelines.
- Be able to respond speedily and accurately to emergency or unplanned situations.
- Potential for involvement in the control and restraint of aggressive patients.
- Precision manual skill and dexterity required to undertake clinical procedures.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Balancing the clinical and managerial roles: Prioritising and meeting competing demands from patients, relatives and members of the multi-disciplinary team.
- Developing the clinical and management skills and knowledge necessary to contribute to service developments.
- Communication in difficult situations, such as "breaking bad news".

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

	Essential	Desirable
Qualifications	First level NMC Registration. Diploma or degree in nursing studies.	Leadership or management qualification.
Experience	5 yrs post registration in relevant clinical area. Minimum of 2 years at grade E or equivalent.	Relevant experience of working in a complex clinical environment. Staff management experience.
Skills	An effective communicator. Leadership potential. Organised and able to manage complex situations. Specific clinical skills relevant to the speciality.	IT skills.
Personal qualities	Self-motivated. Demonstrates a collaborative approach to multi-disciplinary teamwork.	Evidence of innovation or service improvement.
Research and training	Research awareness. Evidence of continued professional development.	Evidence of teaching ability
Other		