#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: : Charge Nurse  Responsible to: Senior Charge Nurse  Department(s): Community Hospital Inpatient Wards  Directorate: East Division  Operating Division: HSCP  No of Job Holders: 11  Last Update (insert date): December 2016 |

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| 2. JOB PURPOSE |
| * As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and evaluation of programmes of care ensuring the delivery of high quality care to patients. * In the absence of the Senior Charge Nurse the post holder will have continuing responsibility for the management of the ward area including the supervision and deployment of staff. * Responsible for support and advice to other nurses on duty throughout the hospital. * Responsible for the care and safety of patients/relatives/nursing staff within hospital on a daily basis. * Responsible for helping to improve the service for patients to meet the increasing acuity and care needs of patients. |

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| **3. DIMENSIONS** |
| The post may include a rotational element to night shift where the post holder would be the nurse-in-charge of their respective ward and the hospital  To include:   * Staff Management/Supervisory responsibilities, including safe levels of staffing * Working closely with the Senior charge Nurse (SCN) to lead the ward nursing team * Responsible for maintaining a safe environment for patients/relatives/staff. * Nurse in charge of shift when on rotational day/night duty both within the ward and across the Hospital |

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| 4. ORGANISATIONAL POSITION |
| Lead Nurse        Senior Charge Nurse    **Charge Nurse**    Nursing Team |

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| 5. ROLE OF DEPARTMENT |
| The Health and Social Care Partnership provides an integrated Community Service to the people of Fife and consists of 3 Divisions, East, West and Fife wide.  The East and West Divisions are responsible for managing inpatient services and Integrated Community services across Fife.  The East Division covers two thirds of the geographical region of Fife and consists of North East Fife, Glenrothes and Levenmouth and has a population of 163,976.  There are four inpatient wards at Cameron Hospital, three at Glenrothes Hospital, two at St Andrews, one at Adamson Hospital and one at Randolph Wemyss Hospital. The wards primarily provide care to older people and also rehabilitation.  Services will develop and evolve in line with the clinical strategy and health and social care strategic plan. |

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| 6. KEY RESULT AREAS |
| 1. To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients in the ward area to ensure delivery of a high standard of care. 2. Responsibility for the operational management of the hospital when in charge including, work allocation, deployment and supervision of staff to ensure the smooth running of the wards. 3. Ensure adequate staffing levels – in area of responsibility, authorising additional staff as required. 4. In conjunction with the SCN set, monitor and evaluate standards of care within the defined policies, procedures, standards and protocols of the ward, CHP and NHS Fife to ensure adherence to, and delivery of a high quality service. 5. Participate in leading, supporting, counselling and appraising junior grades of staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained. 6. Undertake teaching of qualified and unqualified nursing staff, students, and participate in the implementation of staff personal development plans to facilitate and meet ongoing development needs. 7. Develop the role by using evidence-based practice and continuously improve own knowledge, following evidence based practice and professional guidelines 8. Ensure that equipment (both disposable and non-disposable) is maintained and stock managed to ensure economical use of all resources. 9. Lead clinical developments to enhance patient care within the ward or hospital as agreed with the Senior Charge Nurse 10. Participate in clinical audit and research programmes within the ward to ensure continuous development of evidence-based practice. 11. Responsible for maintaining patient records within NMC and NHS Fife standards. 12. Provide support and advice to other ward staff in the absence of their senior nurse 13. Responsible for ensuring adequate supplies (including pharmacy) are available within ward. 14. Verify expected deaths and inform relatives. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Charge Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.   * Moving and Handling equipment * Syringe drivers * Infusion pumps * Blood glucose monitoring equipment * ECG * Bladder scanner * INR near patient testing * Computer equipment |
| **7b. SYSTEMS** |
| * SSTS * Nurse bank BMS system * e-ksf system * Clinical portal * Training database * Maintenance of patient records |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Charge Nurse will be responsible to the Senior Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.  Has responsibility for managing patient care workload.  Administrative workload will be assigned by the SCN.  The post holder will delegate/allocate work to the nursing team. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Assessment of more complex patient condition and provision of advice to junior staff in clinical decision making.  Making clinical decisions in the absence of a medical practitioner and decides when to seek medical advice/assistance.  Analysis of patient condition and subsequent planning of care.  Deployment of staff, allocation of work and management of the ward environment in the absence of the SCN. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Achieving a balance between the demands of direct patient care and existing resources particularly overnight.  Providing adequate cover to ensure the effective operation of the ward and hospital when on duty. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Internal**:  The postholder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.  Junior nursing staff – patient care, allocation of work, workload issues  Other relevant departments within the NHS Fife e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control  Staff side organisations  **External**:  Single Point of Access  Discharge Co-ordinator  Social Services – regarding patient discharge  Other relevant external agencies – regarding patient care |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**   * Administer intravenous injections and or intra-muscular injections, syringe drivers and infusions * Insertion of urinary catheters * Removal of sutures – rarely * Venepuncture * Cannulation – being introduced * Intravenous antibiotics – being introduced * Replace pegs – occasionally * ECGs * Bladder Scanning   **Physical Demands:**   * Physical manual handling of patient, patient movement with use of mechanical aides * Push trolley’s, wheelchairs, beds * Stand/walking for the majority of shift   **Mental Demands:**   * Retention and communication of knowledge and information * Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members * Concentration required when observing patient behaviours which may be unpredictable   **Emotional Demands:**   * Communicating with distressed/anxious/worried patients/relatives * Providing end of life care * Caring for patients following receipt of bad news * Supporting staff in the work environment * Balancing the diverse care needs of patients in the ward   **Working Conditions:**   * Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags * Exposure to verbal aggression * Exposure to physical aggression |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| First Level Registered Nurse with skills and competencies associated with significant experience at this level.  Educated to degree level (or working towards).  Evidence of further education including post graduate certification/diploma.  CPD in relevant area.  The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative.  Effective listening and interpersonal skills.  Time management skills.  Leadership skills.  Management skills.  A level of English language competency necessary to perform the role safely and effectively. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |