

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Charge Nurse (Band 6)
Responsible to:	Senior Charge Nurse
Department(s):	Specialist Positive Behavioural Team
Directorate:	Learning Disabilities Service
Operating Division:	Edinburgh Health and Social Care Partnership
Job Reference:	L-GEN-NM-LD-DCN
No of Job Holders:	1

2. JOB PURPOSE

The post holder provides leadership for the delivery of patient care within area of responsibility.

The post holder has managerial responsibility for the area in the absence of the Senior Charge Nurse including supervision and deployment of staff.

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients.

The post holder has specific responsibility and accountability for maintaining both clinical and staff governance.

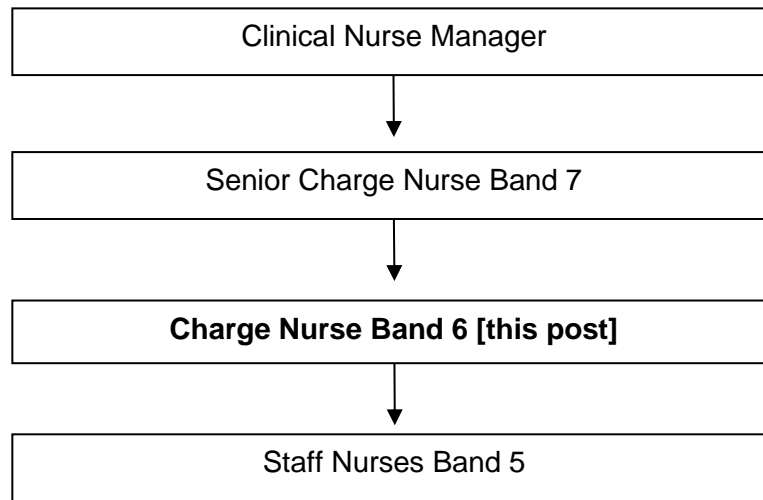
3. DIMENSIONS

The post holder will

- work in conjunction with the Senior Charge Nurse to manage the nursing team caseload.
- Does not manage a budget however will require to monitor the use of resources available and work within the financial envelope.
- be an authorised signatory for bank usage, orders supplies and sundries if required.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Learning Disabilities Service provides specialist health care advice, care and treatment relating to the person's learning disability across the life span. It supports other NHS services and care agencies to provide mainstream services to people with learning disabilities to enable health improvement, reduce risk and improve quality of life.

6. KEY RESULT AREAS

Managerial:

1. Lead by example and act as a positive role model for all staff, promoting team working whilst managing the day to day service provision through deployment of resources to ensure that high quality, safe, person centred care is delivered by staff with the necessary skills and knowledge.
2. To monitor the use of resources available and work within the financial envelope. Authorised signatory for bank usage, orders supplies and sundries ensuring these are used economically.
3. Day to day management responsibility for the staff team including for supporting and participating in recruitment, induction, mandatory training, identification of learning and development needs of all members of the team through performance review and personal development plan (PDP), appropriate levels of discipline and grievance.
4. To have direct involvement in the provision of clinical practice for pre-registration and appropriate post-registration students to ensure that appropriate learning opportunities are provided, and students feel supported.
5. Actively contribute to the creation of an environment that supports assessment and learning of all staff providing mentorship and clinical supervision, to enable all team members to continuously update, develop and implement current knowledge and skills to meet changing needs of the service. Deliver and contribute to teaching / mentoring / coaching sessions as required including encouraging innovation.

6. Support the Senior Charge Nurse / Team Manager to resolve complaints in line with NHS Lothian policy. Understand and share the learning points emerging from the investigation of complaints ensuring structured feedback systems are in place and support implementation of action plans to enhance the delivery of the service and improve patient/carers experience.
7. Contribute and actively participate in the development and implementation of local procedures, protocols and standards ensuring adherence of staff at all times. Monitoring standards of care ensuring these comply with the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure delivery of a high quality service.
8. To participate in specific projects regarding future service development, developing and implementing identified changes to the ward routine and delivery of patient care.
9. Deputise for the Senior Charge Nurse / Team Manager as required in their absence act as a source of advice, in the absence of the Senior Charge Nurse / Team Manager providing support and guidance to team members and ensuring that a cohesive multidisciplinary team approach is maintained and to maintain effective operational management of the clinical area.
10. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty, and responsibility through the application of appropriate behaviours and attitudes.

Clinical:

11. To fully assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stage of the rehabilitation process so patients receive a high standard and correct care. Ensure individualised care plans are in place for all patients in the designated clinical area.
12. To lead on specialist clinical knowledge for this service area and development of improved clinical practice.
13. To contribute to the arrangements for patient admissions and discharges so that patients are admitted according to the ward procedures and discharges are fully planned.
14. Support and contribute to continuous quality improvement of patient care through the use of audit and monitoring compliance to service and professional standards for example Clinical Quality Indicators (CQI's) working in conjunction with the Senior Charge Nurse / Team Manager to implement corrective action plans, including outcomes of Patient Quality Indicator audits (PQI's). Ensure clinical audits such as hand hygiene, environmental, sharps and management of patient equipment are undertaken.
15. Support the Senior Charge Nurse / Team Manager to undertake risk assessment (including patient behaviours and working environment) and incident management at ward level including implementation of agreed action plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients, visitors and staff.
16. To maintain effective written and verbal communications with patients, relatives and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented.

7a. EQUIPMENT AND MACHINERY

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- HR Systems for recording of all staff information, training activity, pay information.
- Supplies and equipment ordering systems.
- Patient information recording systems
- Range of systems/databases for report writing as required in role.
- Risk assessments
- Staff bank ordering system

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service.

The post-holder will work without direct supervision and will delegate work to other nursing staff in the department or service as necessary.

The post holder's work will be assigned by the line manager although the post holder will manage their own workload.

The post holder will be responsible to the Senior Charge Nurse / Team Manager for clinical guidance and professional management, work review and formal appraisal of performance.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to clinically and professionally, on a daily basis, anticipate problems or needs in managing their caseload or directorate and resolve them autonomously e.g. nursing care for patients, staff management, utilisation of resources.

The post holder has discretion to make decisions regarding patient care within clinical / professional guidelines and as part of the multidisciplinary team; including making a clinical judgement regarding the administration of medicines covered by the symptomatic relief prescription.

The post holder utilises resources and deploys staff to ensure correct and effective use of available skill mix.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To meet the patients' care needs by using the available staffing resource appropriately and effectively and to problem solve when unusual or challenging situations arise.

Work in conjunction with the Senior Charge Nurse / Team Manager to motivate and inspire the multidisciplinary team to ensure effective collaborative working is achieved.

Support the provision of service within finite financial envelope, taking account of competing demands and resources and the unpredictability of the environment.

Addressing the equality and diversity needs of patients and staff.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

The postholder will communicate with patients with learning disabilities who may be hostile or antagonistic using special communication skills e.g. de-escalation techniques.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The patient, relatives, carers and the multidisciplinary team involved in the provision of care
- Nursing staff regarding patient care, allocation of work, workload issues
- Other relevant departments within the division e.g. Facilities, Estates, Domestic Services
- Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.

• The post holder is responsible for ensuring a multi-disciplinary team approach including interacting with key staff in service delivery including Medical, Therapists, Finance, Procurement and Support Services, Education Facilitators, Health and Safety and Risk Management.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Examples may include:

Physical Skills:

Manual handling and management of violence and aggression as and when required.

(This list is not exhaustive and will vary depending on visiting clinical area).

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.

Sitting for long periods at a workstation

Driving

Mental Demands:

Frequent concentration required whilst undertaking both managerial and clinical aspects of role which may be unpredictable and complex.

Concentration required when assessing patient behaviours which may be unpredictable and providing ongoing risk assessment.

Meeting a variety of care organisation and chairing meetings regarding individual patients.

Emotional Demands:

Communicating with distressed / anxious / worried patients / relatives.

Communicating complex issues with the multidisciplinary team and care organisations.

Personal / interpersonal stressors.

Working Conditions:

Exposure to body fluids.

Exposure to verbal and physical aggression on occasions.

Exposure to infections and temperature variations.

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

Registered Nurse with NMC – Learning Disability.

Evidence of further education including post-graduate certification / diploma / Continuous Professional Development in relevant area.

Relevant experience in speciality with ability to demonstrate appropriate skills and knowledge.

Evidence of leadership, team-working and organisational skills.

Ability to demonstrate effective communication and time management skills.

IT skills.

Audit experience.

Evidence of problem solving skills.

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:

Date:

Head of Department Signature:

Date: