#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
| Job Title: | **Deputy Charge Nurse Band 6** |
| Responsible to (insert job title): | **Charge Nurse** |
| Department(s): | **Haematology / Oncology** |
| Directorate: | **Surgical Services** |
| Operating Division: | **NHS Ayrshire & Arran** |
| Job Reference: |  |
| No of Job Holders: |  |
| Last Update (insert date): | **20/12/22** |

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| 2. JOB PURPOSE |
| The post holder will be accountable for the assessment, development, implementation and evaluation of programmes of care for a defined caseload of patients working in collaboration with the multi-disciplinary team whilst, adhering to the professional standards held within the NMC Code of Professional Conduct.  The post holder will assist the Charge Nurse in the effective and efficient management of all nursing resources including budget and staff within their defined area of responsibility.  The post holder will contribute to the professionalleadership of the nursing team and be actively involved in monitoring the performance and work of the nursing team and ensuring appropriate governance standards met.  The post holder will be required to participate in audit and quality assurance programmes, and have a key role in contributing to the teaching and supervision of junior and student nurses and nursing auxiliaries as appropriate. |

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| **3. DIMENSIONS** |
| * Cancer services NHS Ayrshire & Arran incorporates, UHC Ward 3A –10/14 bedded in-patient unit, Ward 3C-Haematology clinic setting & Oncology/Haematology day case area (Currently Ward 5E). UHA-Kyle Unit-Day case area & Haematology/Oncology clinic setting. * The post holder will work within the Directorate of Surgery and be employed by NHS Ayrshire and Arran – making them accountable for all clinical decision making undertaken and for all clinical assessment and treatment under their management; * The post holder will assist the Charge Nurse in the co-ordination of these clinical area; * The post-holder has a responsibility to teach, supervise and assess student nurses and junior staff, to plan and prioritise and to delegate work to other staff members. |

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| 4. ORGANISATIONAL POSITION | | | | | | | | | | |
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|  | |  | General Manager | | | | |  |  | |
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|  | |  | | Clinical Nurse Manager | | |  | |  | |
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|  | |  | | | Charge Nurse |  | | |  | |
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|  | |  | | **Post holder** | | |  | |  | |
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|  | |  | | | Staff Nurses |  | | |  | |
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|  | Healthcare Assistants | | | |  | Student Nurses | | | |  |
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| 5. ROLE OF DEPARTMENT |
| * The overall role of the department is to meet the needs of clients requiring cancer care services, including physical, psychological, social and spiritual needs; * The department operates as an integral part of NHS Ayrshire & Arran, promoting patient centred services, based upon local and National strategies, taking account of the Organisation’s clinical, corporate and staff governance agenda & adhere to CEL 30 guidelines. * Working collaboratively the department assesses, plans, implements and evaluates individualised programmes of care. * The department works to promote a culture of openness and honesty and provide a learning and stimulating environment where staff can flourish. |

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| 6. KEY RESULT AREAS |
| Clinical  * Act as a source of knowledge and advice in own specialist area to other staff;  Assessment of individual patient care needs and the planning, implementation and evaluation of care, ensuring all forms of care/ instructions are understood and carried out;Assess and interpret critical changes to patients with acute conditions and demonstrate the ability to alter patient care/management plan to appropriately reflect these changes resulting in stabilisation of patient;  * Perform and teach others a range of expanded roles applicable to area of responsibility, e.g. venepuncture/cannulation, frequent intravenous drug administration and Central Venous Access devices care & maintenance. * Actively participate in the patient’s journey from admission to discharge; * Raise and maintain patients awareness of health promotion; * Promote the named nurse concept by structured delegation of workload and deployment of staff; * Ensure safe storage and administration of medicines and treatments according to local and National policy.   **Management**   * In the absence of the Charge Nurse, the post holder assumes responsibility for the daily operational issues within sphere of work whilst providing co-ordination and appropriate responses, e.g. to workload issues throughout the directorate/CHP,ensuring patient safety and appropriate service delivery; * Support the Charge Nurse through participation in performance appraisal of nursing staff and the personal development planning process on a regular basis; * Support the Charge Nurse in meeting clinical, corporate and staff governance performance indicators; * Assess and respond to operational issues as they arise, to ensure patient safety and service delivery; * Support and supervise junior staff and nursing auxiliaries in the provision of safe and effective nursing care; * Frequently co-ordinate the clinical area in the absence of more senior staff; * Promote and adhere to all relevant NHS Ayrshire & Arran policies and procedures; * Maintain knowledge of current local and National guidelines; * Assist in the monitoring of nursing practice within the department; * Report all incidents as per incident reporting policy; * Respond to incidents / complaints and provide statements / reports as requested; * Ensure effective use of all service resources in the absence of senior staff, including staffing levels, staff absence reporting, off-duty and staff deployment.   **Communication**   * Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations, or in situations where there are barriers to understanding, e.g. denial or anger, or when dealing with patients with whom it is not possible to rationalise, e.g. head injured patients; * Establish and maintain effective communication with patients, relatives and the multi- |

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| disciplinary team;   * The maintenance of accurate nursing care plans and all relevant documentation for individual patients; * Collaborate with other disciplines to ensure that good communications / relationships are established; * Co-ordinate and disseminate relevant safety action notices and other essential communication within the department.  **Professional/Educational**  * Actively participate in clinical supervision and reflective practice opportunities and be responsible for integrating into everyday practice for both self and other team members; * Support the maintenance of a high standard of conduct and dress to promote public confidence; * Ensure that the Code of Professional Conduct is adhered to at all times; * Participate in the development and implementation of staff development programmes; * Assuming an active role in teaching and developing junior staff within the realms of evidence based practice; * Work with the Charge Nurse to ensure all nurses in training are allocated a preceptor and monitoring the performance of preceptors, working in partnership with practice education facilitators and the University as required; * Take an active role in self-development, extending knowledge and skills as opportunities arise;  Actively seek opportunities for audit / research of practice within area of responsibility and evaluate;Actively participate in the orientation of new staff. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is expected to have comprehensive knowledge of all the equipment used in the ward/department.  **Generic**   * Respiflo oxygen delivery system; * Infusion devices * syringe drivers * Glucometer * Enteral feeding pump * Blood warmers * Electric beds * Tympanic thermometers * Hoist   Specialised   * Hi-flow, oxygen system |

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| * oxygen saturation |
| **7b. SYSTEMS** |
| * On a daily basis, maintenance of a paper or electronic based nursing patient record system; * Frequent ordering of supplies for the department using a paper based stock control system; * Frequent use of electronic results reporting system; * Frequent Investigation requests; * Completion of SSTS rostering system. Responsibilities include ensuring system is up to date; * Users of the systems inputting data & referrals. * Patient assessment systems relevant to speciality e.g. patient dependency scoring, pain nausea, sedation scoring, single shared assessment. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is generated by the clinical activity within the unit, and by service developments, advances in practice and research; * Assignment and review of work will be undertaken by the Charge Nurse, requiring the post holder to accept responsibility for a specific caseload and to oversee the operational management of the area in the absence of a more senior member of staff; * Self-directed in line with key result areas, being able to recognise these and seek appropriate guidance; * Locally agreed objectives; * Review will be annually by formal performance appraisal, personal development plan and objective setting; * Peer group review where appropriate. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * High level responsibility and clinical leadership, ensuring the continuation and promotion of high quality, clinically effective safe care; * The post holder has responsibility for a caseload and is expected to function with a high degree of autonomy and independence, whilst recognising their own limitations; |

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| * In the absence of a more senior member of staff, the post holder has the autonomy to assess and respond to operational issues as they arise, to ensure patient safety and service delivery; * Assessment of patients’ complex needs (physical, psychological, social and spiritual) to establish change in condition, inform clinical decision making and plan care; * Provision of professional advice to registered nurses, unregistered staff and students within own area and others and an ability to recognise own limitations and the requirement for appropriate escalation; * The ability to quickly assess and respond to patient needs in emergency situations. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Maintain a balance between clinical, managerial and development responsibilities whilst continually exploring opportunities to improve service delivery; * Ability to prioritise and effectively manage workload giving the competing demands; * Dealing with violence, aggression and abusive behaviours; * Ability to continually change and adapt to new situations and strategies. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Post holder will be expected to communicate effectively verbally and in writing with the multi-disciplinary team, multi-agency teams, colleagues, patients, relatives, carers and senior staff; * Ability to liaise effectively with external agencies; * Participation at ward / department meetings; * Adhere to NHS Ayrshire & Arran policy on confidentiality, including Caldicott Guidelines and the requirements of the Data Protection Act; * The main purpose of communication would be regarding the patients’ conditions and / or issues relating to patient care. The post holder would be expected to communicate with the Charge Nurse regarding nursing team issues; * Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations. Occasionally deal with situations where patients do not easily understand their care packages due to cultural, language, physical or learning disability; * Frequent requirement to receive and communicate complex information tactfully; * The ability to handle sensitive information in a manner not liable to offend or antagonise; * Utilise communication skills to motivate others; * Respond to incidents/complaints as they arise. Provide statements/reports as requested by the senior nurse. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**   * Frequently working in highly unpleasant working conditions such as having contact with un-contained body fluids & hazardous drug therapies. * Frequent exposure to hazards such as face to face verbal and physical aggression; * Prolonged light to moderate physical effort, including bending, walking, lifting, pushing and operating equipment is required on all shifts; * Frequent short periods of moderate physical effort, such a lifting patients with mechanical aids or hoists, is required on some shifts; * The post holder will be required to work within confined spaces, and will be required to assist immobile patients; * The post holder will be required to be able to initiate appropriate emergency care; * The post holder will be able to adapt to the shift pattern required and may be required to work a variety of shifts; * Moderate physical effort such as moving patients with hoists and mechanical aids.   **Mental**   * Maintain a supervisory role as shift leader, while having responsibilities for the delivery of care to a defined caseload; * The post holder will be required to use own judgement whilst observing patient’s condition and should report any changes to the relevant disciplines; * There is a need for high levels of concentration and for absolute accuracy when undertaking clinical and managerial tasks including the administration of medicines; * At all times maintain safety of staff and patients; * There is a need for accuracy particularly when regarding the safe administration and delivery of medicines and treatments; * Frequent requirement for concentration as the work pattern is unpredictable i.e. dealing with frequent interruptions.   **Emotional Effort/Skills**   * There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner on a daily basis; * There is a requirement to support staff, and to deal with difficult and demanding situations such as disciplinary action, bullying or managing absence in an appropriate and fair manner; * There is a requirement to deal with complicated family dynamics and high levels of public expectations; * There is a requirement to on occasion work in hostile and emotive atmospheres, which may result in the need for sudden intense effort and concentration; * The post holder will be required to deal with complaints, involving meeting the complainant and seeking to address their concerns, whilst supporting staff involved.   **Working Conditions**   * Frequently working in highly unpleasant working conditions such as having direct contact with un-contained body fluids & hazardous drugs. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Post holder will be a Registered Nurse with current NMC registration; * Demonstrate high level specialist clinical knowledge and skill equivalent to post graduate diploma level, by formal or informal learning and practical experience; * Initiate appropriate actions/interventions through assessing patients and analysing a range a clinical parameters, utilising complex clinical decision making skills; * Working knowledge of NHS Ayrshire & Arran policies and procedures; * Ability to keep relevant skills / knowledge updated and documented; * Well-developed written and verbal communication skills; * Be able to supervise and provide a mentorship role to students and junior staff; * A commitment to lifelong learning and demonstrates evidence of continuing professional development. |

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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:  Print name …………………………………………………………………… | Date: |
| Head of Department Signature:  Print name …………………………………………………………………... | Date: |