

JOB DESCRIPTION

JOB DESCRIPTION AND PERSON SPECIFICATION FOR:	Deputy Sister / Deputy Charge Nurse
AGENDA FOR CHANGE BAND:	Band 6
HOURS AND DURATION:	As specified in the job advertisement and the Contract of Employment
AGENDA FOR CHANGE REFERENCE NUMBER:	2396
DBS LEVEL:	Enhanced DBS with Adults Barred List Check or Enhanced DBS with Children's Barred List Check or Enhanced DBS with Both Barred Lists Check dependent on role
REPORTS TO:	Sister / Charge Nurse
ACCOUNTABLE TO:	Matron / Lead Nurse / Head of Nursing
LOCATION:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY:	
<ul style="list-style-type: none"> • Deputise and take charge of the given area regularly in the absence of the Sister / Charge Nurse who has 24 hour accountability and responsibility. • To contribute to care quality performance and clinical activity by providing professional nursing leadership and guidance, clinical advice and management in relation to the key dimensions of health care quality: <ul style="list-style-type: none"> ○ Patient safety ○ The effectiveness of all health care interventions ○ Patient experience ○ The environment in which care is delivered • To participate in the effective clinical leadership and management of the ward team. • To actively contribute to the improvement of service and quality of care provision to meet the needs of clients/service users, service users and their families. • To act as role model, mentoring, teaching, assessing and supporting students and learners on placement and participate in the education, development and mentorship of other staff. • To work collaborate with other senior nurses across LPT as appropriate and promote 	

the role of their speciality nursing to all stakeholders.

- To foster a culture of networking in an open and transparent approach with internal and external MDT's and between all stakeholders.

MAIN DUTIES AND RESPONSIBILITIES:

To demonstrate the Trust's values in everything you do in the work environment

1.0 DELIVERY OF EFFECTIVE HEALTH CARE WITHIN THE ORGANISATION

- 1.1 Responsible for the assessment, planning, implementation and evaluation of programmes of evidenced based care to a group of clients/service users according to changing healthcare needs and varying levels of complexity.
- 1.2 Responsible for the allocation of clients/service users to nursing staff and the delegation of duties and care priorities to the multi disciplinary team in the absence of the person with continuing responsibility.
- 1.3 Provide advice, education, support and information to clients/service users and their relatives / carers as required and involve clients/service users, relatives / carers in the planning and delivery of care.
- 1.4 Establish and maintain effective communication with clients/service users and relatives / carers.
- 1.5 Recognise, prioritise and respond appropriately to urgent and emergency situations.
- 1.6 Receive reports from team members on the progress of own clients/service users during and at the end of each shift and for all clients/service users when in charge.
- 1.7 Facilitate effective communication and liaison with other disciplines as necessary to meet the needs of clients/service users especially relating to ongoing care needs and discharge arrangements.
- 1.8 Ensure that fully accurate, complete and contemporaneous nursing records are written and maintained for each patient in accordance with agreed policy.
- 1.9 Actively participate in the development and implementation of new ways of working, implementing research based practice in order to promote ongoing care improvement.
- 1.10 To participate in and cooperate with concerns, complaints and investigations as required.

2.0 ESTABLISHING EFFECTIVE LEADERSHIP AND COMMUNICATION

- 2.1 Co-ordinate, prioritise, facilitate and monitor the delivery of care to own clients/service users and to other clients/service users when in charge, ensuring continuity of care.
- 2.2 Act as a professional and clinical role model to all staff, clients/service users, carers

and the public at all times.

- 2.3 Supervise the performance standards of own team members and, in the absence of the Sister / Charge Nurse, other nursing staff within the ward.
- 2.4 Assist with and deputise for the Sister / Charge Nurse in the management and organisation of the ward.
- 2.5 Maximise use of clinical and staff resources, implementing best practice in patient flow, admission and discharge arrangements.
- 2.6 Promote the development of new services within the ward area and assist the Sister / Charge Nurse to implement change.
- 2.7 Maintain efficient and effective communication with the Sister / Charge Nurse, the multidisciplinary team and the Matron on issues related to patient care, ward management and organisation.
- 2.8 Participate in staff recruitment and selection processes and wider recruitment and retention strategies.
- 2.9 Act in a Professional manner and ensure self and ward staff adhere to the LPT Uniform policy at all times.

3.0 CONTINUING EDUCATION, PROFESSIONAL AND PERSONAL DEVELOPMENT

- 3.1 Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role.
- 3.2 Ensure own compliance and compliance of others with regard to mandatory training and NMC/Professional re-registration and revalidation requirements.
- 3.3 Actively promote and participate in clinical supervision / mentorship or equivalent support mechanisms.
- 3.5 Responsible for maintaining own and others up to date evidence based skills, knowledge and competence for the role requirements.
- 3.6 Undertake specialist education training as required that will allow health care to be delivered to the user through new ways of working.
- 3.7 Act as a clinical resource, mentor / assessor / supervisor / preceptor of learners and staff as required.
- 3.8 Work collaboratively with the Multi Professional Teams and Clinical Educators to ensure that education and development opportunities are provided for the ward team to enable staff to be both confident and competent to perform their roles safely.
- 3.9 To ensure student learners on clinical placement are appropriately supervised and assessed and have an effective learning experience.
- 3.10 Work to support the provision of highly quality preceptorship for newly registered staff and monitor compliance with the Preceptorship Programme standards.

3.11 In the absence of the Sister / Charge Nurse ensure there is adequate support, safe mentorship and supervision of learner nurses and all staff.

3.12 Accepts designated responsibilities from senior leaders and actively contributes to performance review and the appraisal process.

4.0 CLINICAL GOVERNANCE, REDUCTION OF RISK, AUDIT AND RESEARCH

4.1 Ensure that the delivery of care to clients/service users meets the standards required by regulating bodies, for example CQC, NMC.

4.2 Contribute to the development of Trust policies, procedures and clinical guidelines and ensures compliance of self and others.

4.3 Share responsibility with the Sister / Charge Nurse to ensure that the highest standards of Infection prevention and control are practiced at all times.

4.4 Contribute to setting, maintaining and monitoring of standards of care to the optimum level and lead the improvement of care, through benchmarking, audit and research.

4.5 Take due regard to the importance of the effect and consequence of the ward / care environment with regard to its physical, psychological and social effects on clients/service users and care delivery.

4.6 Promote, develop and implement patient and public involvement activities in the ward area, leading to service improvement.

4.7 Ensure that self and team members act at all times to provide a personalised service to clients/service users in accordance with agreed standards and promote quality, diversity and rights.

4.8 Ensure that self and all nursing staff practice at all times in accordance with the NMC Code of Professional Conduct, raising any concerns with the Sister / Charge nurse and action as directed.

4.9 Participate in service redesign, reconfiguration projects effecting change and new ways of working.

4.10 Lead and ensure the promotion of patient dignity, equality, diversity and human rights.

4.11 Maintains own and ensures others maintain professional boundaries and appropriately declare any conflicts of interest.

5.0 MANAGEMENT AND USE OF RESOURCES AND INFORMATION

5.1 Ensure the effective and efficient use of physical and financial resources and fulfil the responsibility of an authorised signatory.

5.2 Assist the accountable budget holder for the ward / department to undertake cost containment strategies as appropriate.

- 5.3 Bring to the attention of the budget holder any concerns, ideas, or creative solutions relevant to the effective use and management of ward resources.
 - 5.4 Assist the Sister / Charge Nurse with the allocation and utilisation of staff using the E-rostering system and ensuring that there is maximum use of resources available to enable the delivery of highest standards of care.
 - 5.5 Assist the Sister / Charge Nurse to allocate student learners to appropriately qualified mentors and assessors and ensure learning opportunities are provided and learning outcomes met.
 - 5.6 Ensure confidentiality is maintained at all times and information relating to patient / users and personnel is used only in connection with authorised duties.
 - 5.7 Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection act.
 - 5.8 In the absence of the Sister/Charge Nurse to manage the adherence to the Trust policy for booking and taking annual leave/time owing/training to enable adequate levels of cover within the team at all times.
 - 5.9 To participate in the recruitment and selection of staff to the team, assessing the skill mix needed, undertaking relevant documentation and chairing the recruitment panel as appropriate.
 - 5.10 To manage issues and concerns related to staff performance and conduct in line with Trust Policies and Procedures.
 - 5.11 In the absence of the Sister/Charge Nurse to co-ordinate effective and efficient bed / case load management, liaising with other services as appropriate.
 - 5.12 To ensure that medication prescribed to individuals is managed, in terms of storage, administration and monitoring of side effects and offer agreed advice on such medication in conjunction with the prescriber.
 - 5.13 To participate in an on-call rota as required
- 6.0 MAINTAINING A SAFE ENVIRONMENT AND QUALITY**
- 6.1 Take responsibility for maintaining own and others Health and Safety and Security.
 - 6.2 Ensure own actions and others assist with maintaining best practice and regulatory standards.
 - 6.3 Ensure that you and others take action as appropriate, report in line with the Trust Incident Reporting Policy, escalate any concerns regarding patient safety and clinical risk to the line manager.
 - 6.4 Contribute to monitoring, reviewing and action incidents, mitigating against further risk, identifying themes and trends and ensuring lessons learnt are embedded into practice.

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| 6.5 | Participate in the investigation of complaints, concerns and serious incidents. |
| 6.6 | Ensure self and others carry out duties in accordance with the Health and Safety at Work Act 1971. |
| 6.7 | Ensure self and others move and handle clients/service users and goods in ways that promote the health of the patient and care team and are consistent with legislation. |
| 6.8 | Ensure self and others are responsible for the maintenance of a clean and safe environment adhering to infection control policies procedures and best practice. |
| 6.9 | Ensure self and others assist and maintain safe and hazard free area of work. |

COMMUNICATION AND WORKING RELATIONSHIPS:

To communicate complex and sensitive patient information where there is a requirement for tact, persuasion and there may be barriers to understanding.

The wider multidisciplinary team;
And any other agency/ stakeholders involved in the care of the patient

ENVIRONMENTAL FACTORS- DEPENDING ON ENVIRONMENT

PHYSICAL EFFORT:

- There may be a requirement for sitting and standing in a restricted position, ie driving to patient's homes/ other Trust site
- There may be a required to be participate in MAPA

MENTAL EFFORT:

- Frequent requirement for concentration where work pattern is unpredictable

EMOTIONAL EFFORT:

- Frequent requirement to deal with distressing or emotional circumstances
- There may be a requirement to deal with highly distressing or emotional circumstances, i.e. child abuse etc.

WORKING CONDITIONS:

- Frequent exposure to unpleasant working conditions
- There may be a requirement to deal with highly unpleasant working conditions
- In some areas there may be a required to carry a panic alarm

ADDITIONAL INFORMATION:

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY:

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES:

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements.

SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times.

Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and Access to Health Records and know how to deal with a request for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the six Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY:

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL:

All employees have a responsibility to protect from infection themselves and other people, whether they be clients/service users, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on **0800 028 40 60**.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

SMOKING AT WORK:

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’.

PERSON SPECIFICATION

JOB TITLE: Deputy Sister / Deputy Charge Nurse

AFC REF NO: 2396

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat -ion form	Intervi- ew	Test	Presen- tation
<p>Demonstrates a commitment to the Trust's Values</p> <p>1.1. Compassion 1.2. Trust 1.3. Respect 1.4. Integrity</p>	<p>3 3 3 3</p>		<p>√ √ √ √</p>		
<p>Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)</p> <p>2.1. Registered Nurse Level 1 2.2. Degree or Equivalent 2.3. Post Registration Qualification 2.4. Evidence of continuing professional development within the last 12 months 2.5. Hold an 'NMC approved' mentoring qualification 2.6. Leadership or Management Qualification or willingness to work towards</p>	<p>3 3 1 3 3 1</p>	<p>√ √ √ √ √ √</p>			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat -ion form	Intervi- ew	Test	Presen- tation
Knowledge and Skills					
3.1. Demonstrates effective communication and interpersonal skills	3	√	√		
3.2. Ability to lead team and work effectively with others	3		√		
3.3. Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work	3		√		
3.4. Demonstrates planning and organisational skills	3		√		
3.5. Demonstrates adaptability and flexibility dependent upon work priorities	3	√	√		
3.6. Able to make judgements based on evidence based practice and translate this for use in the clinical team environment	3		√		
3.7. To be able to demonstrate understanding of current developments in the NHS and their implications for leadership and quality care for clients/service users	3	√	√		
3.8. Ability to motivate self and others.	3		√		
Experience (both work and 'life' related)					
4.1. Significant post registration experience as a nurse in relevant area of practice	3	√	√		
4.2. Demonstrates motivation and commitment to providing high quality patient centre nursing care and patient education	3	√	√		
4.3. Audit experience/ research skills	1		√		
4.4. Experience of Patient and Public Involvement in Service Delivery	1		√		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat-ion form	Intervi-ew	Test	Presen-tation
4.5. Demonstrates understanding of efficient and effective use of resources	3		√		
4.6. Knowledge of budget management	1		√		
4.7. Experience in teaching and supervision	3		√		
4.8. Act as a clinical role model, mentor assessor and support for learners	3		√		
Personal Attributes					
5.1. Emotional resilience	3		√		
5.2. Physically capable for performing the role and responsibilities expected of the post holder, ie manual handling of clients/service users	3		√		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	√	√		
Understanding of Confidentiality & Data Protection	3	√	√		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	√	√		
Mobility					
This will depend on role. This will be specified in the job advertisement.		You must demonstrate how you would meet the stated mobility requirement on your application form			

