

Title	JD- Junior Sister/Charge Nurse	Core Standard	C8 & C9
Date Issued	July 2007	Review Date	April 2011
Policy Number	RS-071	Author	S. Brown
Version	B	Ratified By	K. Lloyd
Reviewed	July 2009	Reviewed By	N. Weerasooriya

## Job Description

**Job Title** – Junior Sister/Charge Nurse

**Reporting to** – Sister/Charge Nurse

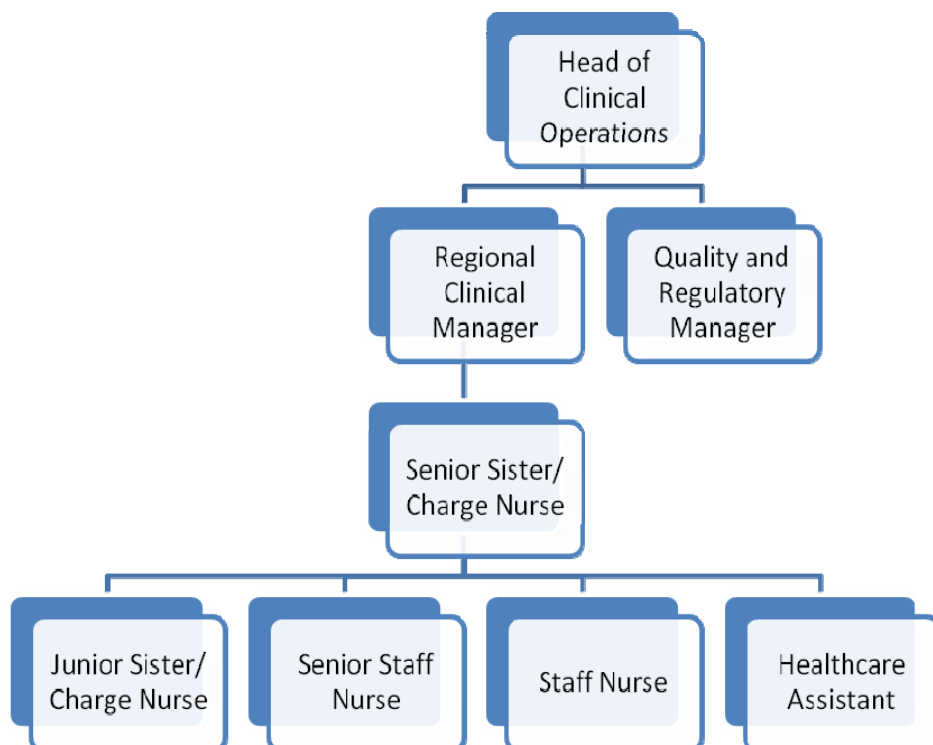
### Job Summary

To be responsible for the delivery of high standards of holistic care and service to the patients. This includes the appropriate assessment and evaluation of care in keeping with:

- The philosophies of the company
- The Renal Association recommended standards
- The NMC Code of Professional Conduct and the Scope of Professional Conduct
- The Clinic Policies and Procedures

Provide support to the unit sister/charge nurse and clinical leadership to the ward team.

### Departmental Structure



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**Key Responsibilities** (not in order of priority)

<b>CLINICAL</b>
<ul style="list-style-type: none"> <li>➤ Using a patient focused approach, set standards of care. Take continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care.</li> <li>➤ Acting as an expert practitioner and professional role model, demonstrate advanced clinical skills, promote clinical excellence and ensure an optimum standard of nursing care is delivered from admission to discharge.</li> <li>➤ As a team leader demonstrate expertise and share in-depth specialist knowledge and skills to all team members to develop clinical and professional nursing practice.</li> <li>➤ To maintain safe practice in a safe environment, participating in the development of procedures to minimise the risks associated with the use of hazardous chemicals and exposure to blood inherent in the dialysis process.</li> <li>➤ To demonstrate the principles and underpinning knowledge required in gaining access for dialysis.</li> <li>➤ To actively reduce the risk of injury to staff by promoting a safe environment and consideration of personal safeties when cannulating i.e. prevent needlestick injury and prevent back injury.</li> <li>➤ To demonstrate a high degree of co-ordination and dexterity when cannulating access for dialysis. To be able to teach and assess to other staff members.</li> <li>➤ To demonstrate expertise with the use of dialysis machines required to dialyse patients. To be able to prepare, use and clean said equipment and to programme and deliver individual patient treatments. To be able to teach these skills to other staff members and patients.</li> <li>➤ Making decisions independently in a nurse-led satellite unit, utilising all available information, including clinical environmental and corporate.</li> <li>➤ Ensure housekeeping duties are maintained</li> <li>➤ To help provide clinical cover if required within other Renal Services units</li> <li>➤ Participate in collaborative work/education collaborative programmes established with the referring trusts, this will occasionally involve working at trusts sites</li> </ul>

<b>COMMUNICATION</b>
<ul style="list-style-type: none"> <li>➤ Initiate, develop and strengthen interpersonal relationships with all members of the multi-disciplinary team ensuring good team working, collaborative working practices and professionalism through the unit.</li> <li>➤ Facilitate the building of therapeutic relationships with patients, carers and other health professionals, to support patients and carers through the various phases of chronic illness, including the terminal stage.</li> <li>➤ Excellent communication with parent dialysis units to enable co-ordinated care.</li> <li>➤ To provide an effective link between other units and other dialysis units.</li> </ul>

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### MANAGEMENT

- Deputise for the Sister/Charge Nurse when required.
- Lead and manage the clinical area, in the absence of the Sister/Charge Nurse, appropriately delegate workload to the multidisciplinary team, and ensure efficient and effective patient care.
- Actively participate in undertaking and carrying out performance reviews.
- Co-ordinate, manage and determine the staffing levels and skill mix to meet service demand/patient dependencies. Provide a system/template to ensure that the staff roster meets clinical requirements.
- Monitor the use of resources when prescribing, implementing care and treatments
- To participate in a rotational management role programme, including writing off-duty, monitoring sickness and absence and overseeing a teaching programme.
- Actively participate in aspects of auditing, health and safety and risk management

### EDUCATIONAL/PERSONAL DEVELOPMENT

- Demonstrate a commitment to evidence based practice, highlight areas for change, then initiate and evaluate evidence to improve and develop patient care.
- Provide a positive learning environment, participate in teaching and act as a clinical resource/role model. Liaise with internal and external educational and training providers to develop, motivate and retain staff.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Participate in the delivery of education to patients to enable them to make informed choices reference their treatment and care. Offer information and education to the multi-professional team within the specialist area to enable shared care to deliver optimum treatment.
- Lead on education and training programmes for staff and patients form development, implementation to evaluation.

### OTHER

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Adhere to company policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff must comply with the requirements of the Data Protection Act 1998



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**Criminal Records Check**

The successful candidate will be required to undergo a Standard/Enhanced Disclosure check by the Criminal Records Bureau and to sign a declaration regarding criminal record information and fitness to practice.

*To undertake any other projects or duties commensurate with the grade of the post and as agreed with the Regional Clinical Manager.  
This job description is intended as a general guide to the post but it may change in line with the needs of the department, or at the request of the line manager.*

**JOB DESCRIPTION AGREEMENT**

Job Holders name: .....  
(print)

Job Holders signature: ..... Date: .....

**Line Manager**

Name (print) .....

Signature: ..... Date: .....

Title: .....

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### **PERSON SPECIFICATION – JUNIOR SISTER/CHARGE NURSE**

<b>QUALIFICATIONS AND EXPERIENCE</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>➤ Current RN Adult / RGN registration with NMC</li> <li>➤ Post Graduate course in Renal nursing</li> <li>➤ Minimum of 2 years working within renal with evidence of Continual Professional Development.</li> <li>➤ Previous experience of staff development and performance management</li> <li>➤ Experience of implementing and managing change</li> <li>➤ Able to work autonomously</li> </ul>	<ul style="list-style-type: none"> <li>➤ Degree in relevant field (or willing to working towards).</li> <li>➤ Experience of change management</li> <li>➤ Counselling certificate</li> <li>➤ Relevant Management / Leadership Course</li> <li>➤ Experience of working in the private sector</li> <li>➤ Mentorship Course</li> </ul>

<b>SKILLS AND KNOWLEDGE</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>➤ Critical appraisal skills</li> <li>➤ Interpersonal skills</li> <li>➤ Effective leadership and team building skills.</li> <li>➤ Excellent communication skills (verbal and non verbal)</li> <li>➤ Supervision and appraisal skills</li> <li>➤ Articulate and knowledgeable in current health care issues.</li> <li>➤ Ability to develop, plan, and implement short- and long-range goals</li> <li>➤ Ability to develop and maintain record keeping systems and procedures.</li> <li>➤ Ability to make clinical decisions and judgments.</li> <li>➤ Good cannulation skills, including teaching and supporting skills to team members.</li> <li>➤ Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Commercial awareness</li> </ul>

<b>PERSONAL QUALITIES</b>
<ul style="list-style-type: none"> <li>➤ Strong interpersonal skills</li> <li>➤ Strong presentation skills</li> <li>➤ Effective communicator</li> <li>➤ Skills in motivating</li> <li>➤ Skill in working with cross-functional teams</li> <li>➤ Good management skills</li> <li>➤ Ability to act and ensure delivery</li> <li>➤ Responsive and flexible attitude and approach</li> </ul>