

## ROLE BRIEF

<b>Department:</b>	<b>Dufferin</b>
<b>Job Title:</b>	<b>Sister</b>
<b>Responsible To:</b>	<b>Ward Manager</b>
<b>Location:</b>	
<b>Key Duties and accountabilities:</b>	<p><b><u>Clinical Practice</u></b></p> <ul style="list-style-type: none"> <li>• In partnership with the senior staff, determine therapeutic programmes for clinical care which are evidence based</li> <li>•</li> <li>• Ensure that there are systems in place to set and monitor high standards of clinical care within the inpatient setting</li> <li>• To demonstrate high standards of care and ensure this is continued by all staff</li> <li>• Ensure patients get quality care by taking responsibility for driving up standards of care and leading work to improve professional practice and patient services</li> <li>• Promote the “wellness” model for patient care – ensure education, discharge planning, relatives support and follow-up services are arranged</li> <li>• Implement individual case management within the scope of the care pathway.</li> <li>• Support and promote the Clinical Excellence strategy</li> <li>• Establish benchmarking as a tool to improve quality</li> <li>• Maintain personal contact with patients, relatives and carers being sensitive to their needs for respect, safety, privacy and dignity and act as a senior point of contact</li> <li>• Communicate and work with the multidisciplinary team to promote comprehensive patient care.</li> <li>• Ensure that high standards are maintained throughout the inpatient setting in relations to a clean environment, acceptable catering standards and giving particular attention to the safety, privacy and dignity of patients</li> <li>• Ensure relevant risk assessments in the inpatient setting are undertaken</li> <li>• Make sure the inpatient setting is clean by setting and monitoring standards and taking action to ensure that specifications are met</li> </ul>

- Prevent hospital acquired infections by ensuring that infection control measures are properly applied by all staff the inpatient setting
- Ensure that high standards of record keeping, patient assessment, care planning, risk assessment and management, discharge planning and care co-ordination are delivered through supporting staff in audit and quality improvement programmes

## **Clinical Leadership**

- To lead, motivate and supervise a team of qualified and support staff in the inpatient setting
- Participate and lead on clinical supervision for all staff in the inpatient setting
- Ensure that Professional Conduct Guidelines are adhered to (i.e. NMC)
- Ensure that staff in the inpatient setting are fully conversant with contemporaneous clinical policy and practice
- Ensure all audits/reviews of the departments and their performance are undertaken and action is taken to address any issues raised.
- Ensure inpatient setting compliance with all relevant standards and integrated governance requirements
- Respond to requests from the Director of Clinical Services, Clinical Services Manager, Ward Manager to address professional clinical practice issues
- Facilitate the process of supervision within the inpatient setting clinical teams ensuring that both clinical and managerial supervision is in place with appraisals taking place within required timescales.

## **3. Education**

- To accept responsibility for determining your own professional needs, and setting goals and objectives through relevant processes to meet these needs, monitoring progress at regular intervals.
- To supervise and guide the work of junior colleagues, providing a suitable learning environment.
- To undertake the role of mentor/buddy where requested and to facilitate the orientation and development of new staff.
- To participate in “in-house” training sessions and attend meetings and discussions to inform practice, when required.

- To take every opportunity to maintain and improve knowledge and professional competence, in line with the NMC Scope of Professional Practice.

#### **4. Professional**

- To be personally accountable for own actions and omissions in line with the NMC Professional Code of Conduct.
- To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the nursing profession and The Horder Centre.

#### **5. Human Resources**

##### **Performance Management**

- To conduct monthly one to ones, midyear reviews and annual appraisals (as a minimum), in line with the performance policies as well as completing the supporting documentation within the appropriate timescales.
- Recognising and praising good performance whilst immediately and effectively addressing poor performance.

##### **Absence**

- To ensure that all types of absence, including sickness, bereavement and annual leave (this list is not exhaustive) are applied fairly and consistently across the team in accordance with the appropriate policies
- To complete thorough return to work interviews and absence reviews with staff when they are off sick and to keep in touch within the specified time frames

##### **Induction**

- To ensure that a new recruit is allocated a Buddy/Mentor on the first day of employment
- To ensure new recruits are effectively inducted into your department(s), and all corporate and departmental checklists are completed within the specified timescales.  
Enable all staff within your department the opportunity for doing their mandatory training

<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• Experience as a Registered Nurse</li> <li>• A Nursing Degree</li> <li>• Evidence of ongoing personal development throughout your career</li> <li>• Leadership skills</li> <li>• Strong communication and organisational skills</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• Clinical experience in Orthopaedics and a Mentorship qualification will set you apart from the rest</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>

<b>Safeguarding</b>	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we 'll discuss with you first.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>