HORDERHEALTHCARE

ROLE BRIEF

Department:	**Clinical Services**
Job Title:	**Ward Sister**
Grade/Salary:	**Senior Clinical Nurse Scale - Depending on experience**
Contract:	**Permanent**
Responsible To:	**Ward Manager**
Level of Accountability:	**Head of Clinical Services**
Location:	**The McIndoe Centre – WARD**
Job Purpose:	• To deliver safe outstanding personalised nursing care at all times through effective leadership of clinical staff and ward resources. • To be able to problem solve, demonstrating strong clinical leadership in stressful and challenging situation s. • To promote a positive approach to new ideas and challenges, developing talent and creating a strong and positive team culture. • Lead by example, champion diversity, inclusion and wellbeing in the workplace. • To act as advocate for the designated area and liaise with all members of the multi-disciplinary team (MDT) to co-ordinate all aspects of patient care in the best interests of the patient and family. • Identify effective staff training and ongoing development opportunities. To be able to support training and educational needs of staff in the clinical area. • To have a clear understanding and knowledge of clinical pathways, surgical procedures to ensure a positive patient outcome. • To ensure strong communication skills. All advice and information given to patients and relatives is appropriate to meet their needs. • To be able to demonstrate HHC Values.
Key Management Duties & Accountabilities:	• To develop, implement , assess and evaluate patient pathways to deliver safe, holistic patient care. Making HHC the provider of choice. • To be responsible for knowing your team and develop harmonious and supportive relationships and with other disciplines and external partners. • To take measures to ensure the safety of patients, which includes delegation of patient care to nurses with the appropriate levels of skills and competencies. • Establish and maintain a strong working relationship within the MDT to be able to troubleshoot difficult or complex matters and establish safe objectives.. • To ensure that incidents and complaints are raised as a RADAR which you will also be part of the investigation team. • To provide professional and managerial leadership by accepting delegated responsibilities from the Manager in there absence. • To be professional and accountable for own actions and omissions in

line with NMC Code of professional conduct.

- To act with integrity to gain patient trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare.
- Performance management – To be able to conduct 1-1 with staff and support with Mid year + end year reviews using Perform appraisal system.

Clinical Governance

- Promote best practice in health, safety and security.
- Contribute to quality improvement.
- To facilitate research based practice within the Ward and ensure appropriate implementation .
- To ensure good standards of practice in the Ward through effective quality assurance measures such as clinical audi ts.
- To ensure all staff are conversant and comply with Horder Healthcare Policies and regulations .
- . Allocate, co-ordinate, monitor and assess the work of teams and individuals.
- To support the Ward Manager to manage the Ward allocated budget effectively to remain within financial constraints.
- To ensure effective two-way communication with all disciplines so that patients receive optimum outstanding care.
- To maintain accurate patient records as stated in NMC The Code.

GENERAL

- To work within PSIRF Framework and report and investigate incidents on RADAR.
- To ensure all staff reach their full potential by enabling them to develop professional, clinical, managerial and communication skills .
- To identify areas for development of skills in accordance with the NMC guidelines.
- Develop knowledge and practice in an area of work.
- To promote a positive attitude for the profession and the organization within which you are working.
- To be aware of personal and professional development.
- To attend courses and conferences as appropriate to the service and individual development.
- To be conversant and comply with Horder Healthcare Policies , Values and regulations .
- Recruitment - To participate in the selection, interviewing and induction of new members of staff.
- To support the maintenance of day to day discipline within the Ward and

	to initiate, when necessa ry, the disciplinary procedure with support from the Ward Manager. • To support staff in relation to professional and personal matter s and escalate if required. • To monitor the safe and effective use of all equipment and the economic use of supplies, ordering replacement equipment together with maintenance of that equipment.
Key Knowledge, Skills and Experience:	**Must Haves** • NMC Registration. • Educated to degree level or equivalent, or working towards. • Evidence of significant Continuing Professional Development. • Evidence of being up-to-date with current issues relating to professional practice. • Able to demonstrate practical application of quality standards within the clinical setting e.g. Care Quality Commission, NICE guidance • Able to demonstrate effective leadership and management of a team. • Credible clinical expert. • Excellent organisational skills. • Work to standards with the Clinical Governance. • Experience and knowledge within the specialty or related field. • Confident to uphold principles of equality, diversity and rights. • Understands the importance of infection control/ ANTT & health and safety in a healthcare environment. • Advanced communication skills. • Assertive, enthusiastic, dynamic. • Demonstrates initiative, motivation and ability to lead a team through change. • Ability to keep calm under pressure. **Nice to Haves** • Evidence of management experience/training. • Evidence of being up-to-date with current issues relating to professional practice. • Evidence of research based practice. • Evidence of Mentorship Training.
Health and Safety:	**The Health Act 2008** Code of Practice for Prevention and Control of Healthcare Associated Infections: 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.

	For clinical colleagues with direct patient contact, this will include (but is not limited to): • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.
Equal Opportunities	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 dependents, 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.
Confidentiality	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.
Safeguarding	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.
People Managers	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.
Review	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. 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.
Special Conditions:	The duties and responsibilities described in this role brief may be subject to amendment to meet the business priorities. The post holder may be required to carry out additional tasks as required by senior colleagues.
Role Brief Agreement	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.