

Liverpool University Hospitals

NHS Foundation Trust

Job Description

Job Information	
Job Title:	Sister / Charge Nurse
Directorate / Service:	ACCIDENT & EMERGENCY
AfC Band:	6
Accountable to:	Chief Nurse
Reports to:	Line Manager
Base Location:	As directed
AFC Job Code:	NM.NS.R0320
ESR Position Number:	

Job Summary

The post holder will be responsible and accountable for the delivery of health care to patients within the Accident & Emergency Department and also the operational management of the Accident & Emergency Department whilst on duty. The post holder must demonstrate commitment to this dynamic role and be a positive role model to all staff. The fundamental responsibilities of this role are:

- To promote and maintain standards of professional practice so as to enhance the quality of patient care.
- To manage and co-ordinate activities within the clinical area.
- To fulfil and maintain the operational function of the Accident & Emergency Department.

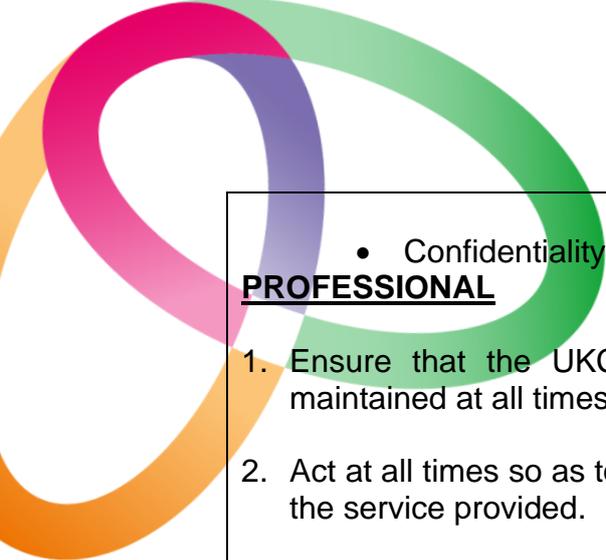
Key responsibilities

- Professional
- Clinical
- Educational
- Operational Management
- Health & Safety

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- Confidentiality

PROFESSIONAL

1. Ensure that the UKCC Code of Professional Conduct for nursing is maintained at all times.
2. Act at all times so as to provide and maintain public and staff confidence in the service provided.
3. Promote an open and participative culture within the Department.
4. Maintain the furtherment of own professional development in accordance with the requirements of the professional bodies and the needs of the Accident & Emergency Department.

CLINICAL

1. Ensure that all LUHFT Trust policies are maintained at all times
2. Responsible and accountable for the continual assessment of care needs.
3. Assess patients, prioritise, plan and implement care
4. To provide *expert* clinical care within the clinical area.
5. To act in a consultative capacity on nursing related matters.
6. Facilitate an effective flow of communication within the clinical area.
7. Maintain effective harmonious team dynamics and structure at all times.
8. Demonstrate the ability to act as an effective agent of change within the clinical area.
9. Assist in the development and initiation of clinical policies and practices within the Accident & Emergency Department.

EDUCATIONAL

1. To cultivate and maintain an environment conducive to education and learning for both staff and patients.
2. Acts as mentor for varied grades of staff.
3. Participate in Departmental educational initiatives.

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4. Recognise the educational needs of staff and apply appropriate remedial strategies.
5. Encourage nursing audit/research and the implementation of findings.

OPERATIONAL MANAGEMENT AND LEADERSHIP

1. Ensure appropriate utilisation of staff within the clinical area.
2. Ensure that resources are appropriately are utilised to maximum effectiveness against workload and activity of the Accident & Emergency Department.
3. Participate in the recruitment and retention of appropriate staff within the Accident & Emergency Department.
4. Promote and maintain a culture of patient & staff incident reporting in accordance with trust guidelines.
5. The F Grade will co-ordinate the department in the absence of the G Grade/Matron and also in the presence of the G Grade/Matron who will oversee the Department.
6. To participate in annual staff Personal Development Programmes.
7. To adhere to the trust requirements regarding the reporting, management and investigation of complaints. Ensuring outcomes and action plans form complaints are implemented and monitored.
8. Support the Department Manager in maintaining adequate staff cover and staff mix in A&E through effective use of staffing rotas.
9. Allocate staff appropriately to areas within the A&E Department.

Clinical Governance / Quality

To promote and maintain standards of professional practice so as to enhance the quality of patient care.

Education and training development

Attend required training

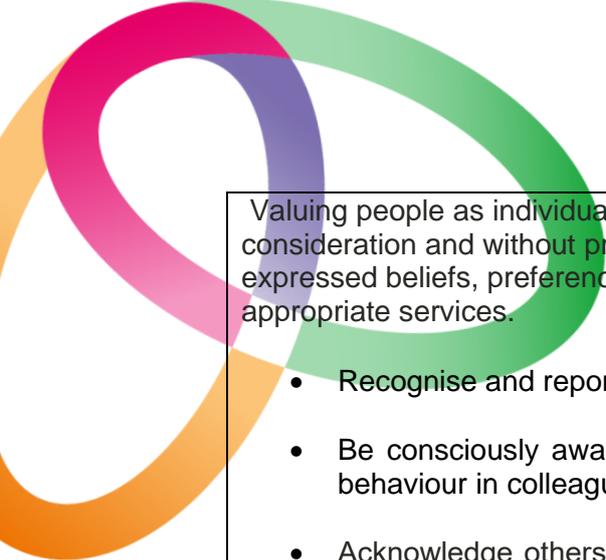
Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

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Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

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- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

Management of Risk & Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

Safeguarding Children and Vulnerable Adults

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

IT Skills

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff

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should be familiar with relevant IT systems and security policies and procedures.

Records Management

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

Information Quality

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

Professional Responsibility

As per any required registration & LUHFT policy

Clinical Responsibility

The post holder will be responsible and accountable for the delivery of health care to patients within the Accident & Emergency Department

Administration Responsibility

n/a

Research

Participates in audits as required

Strategic role

n/a

HR Management

Support the Department Manager in maintaining adequate staff cover and staff mix in A&E through effective use of staffing rotas.

Allocate staff appropriately to areas within the A&E Department.

Financial Responsibility

Authorisation of SVL etc

Change of Job Description

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the

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Trust.



Liverpool University Hospitals
NHS Foundation Trust

Person Specification

Job Title:	Sister / Charge Nurse		
AfC Band:	6	AfC Job Code:	NM.NS.R0320

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	First level nurse RGN	E		
2	Current NMC registration	E		
3	ENB 199 / 998	E		
4	ALS / ATNC / TNCC		D	
5	1 st Degree		D	
	Experience	Essential	Desirable	Assessment
6	Demonstrable experience at band 5	E		
	Knowledge	Essential	Desirable	Assessment
7	Expert clinician	E		
8	Demonstrates understanding of current issues affecting A&E service provision	E		
9	Demonstrates innovative approaches to the delivery of healthcare	E		
10	Demonstrates understanding of Clinical Governance	E		
	Skills	Essential	Desirable	Assessment
11	Excellent communication – written / verbal	E		
12	Demonstrates a flexible approach to team working	E		

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