

JOB DESCRIPTION

JOB TITLE: Junior Sister

BAND: 6

HOURS: 37.5

TYPE OF CONTRACT: Permanent

DEPARTMENT: Pre-operative Assessment Unit

SPECIALITY / DIVISION: Surgery

RESPONSIBLE TO: Department Manager

- **JOB SUMMARY:** The Pre-Operative Assessment unit looks after all patients having surgery and surgical procedures within the RUH catchment seeing approximately 1400 patients a month.
- The Role of the Junior Sister within this Unit is to provide an advanced level of assessment and clinical examination to patients assessed as requiring this level of assessment either by the nurse practitioner themselves or colleagues within the department. The candidate is able to refer and facilitate further investigation of such patients
- The Unit liaises closely with clinicians, anaesthetists and all members of the multidisciplinary team and surgical division members.

MAIN DUTIES & RESPONSIBILITIES:

1. Assess, plan and deliver clinical care appropriate to the needs of the Pre-operative Assessment patient group and, following discussion and agreement from the manager and the multi-disciplinary team, develop policy and procedure to support role.

2. Adapt an innovative approach to incorporate new/emerging therapies and developments within the service and to discuss with the unit manager, and agree any development of skill required of the service.
3. To assess patient's health & well-being needs when those needs are complex (and change across the caseload).
4. To plan and deliver programmes to address patient's complex and changing health needs so that these patients are optimised for their surgery or surgical procedure.
5. To monitor and maintain health, safety and security of self and others in own area of work and report any issues to unit manager.
6. To contribute to the clinical governance agenda within Trust and specialist field.
7. To discuss suggestions for developing and improving services offered with the unit manager and action these as agreed.
8. To provide nursing advice for patients, relatives and nursing staff within the specialist area during initial assessment after any additional tests and at final determination of fitness status.
9. To assist the unit manager in maintaining and developing nurse led services, where appropriate and when in the best interest of the patient and carers. Providing specialist clinical knowledge.
10. To facilitate the provision of multidisciplinary care for patients within specialist area.
11. To lead on setting, implementing, reviewing and updating service policies, procedures and protocols.
12. To provide information to the patients, relatives and caregivers about the treatment options and programmes, assessments, investigations, surgery, follow-up.
13. To work in partnership with nurses and other health professionals to address patients health needs through planning and delivering interventions which are based on best practice and clinical judgement.
14. Empower and support health care professionals to provide appropriate care for patients in the setting most appropriate for the patients and their carers.
15. To advise patients and family about medical and surgical aspects of the treatment and daily life implications.
16. To work with relevant bodies to develop and update written information for patients and health care professionals
17. To work closely with other Nurse Specialists and Practice development in development of practice and services.

- 18.To monitor health, safety and security of self and others in own work area through ensuring own knowledge of appropriate national / local policies and procedures, and ensuring that these are adhered to
- 19.To ensure own knowledge of appropriate NMC standards and Trust professional guidelines and that these are applied to practice
- 20.To promote peoples' equity, diversity and rights through ensuring that own and others practice is in the best interests of patients
- 21.To plan and deliver research / evidence based care and treatment in partnership with other health professional
- 22.To delegate / refer to other practitioners when this will improve health outcomes or when risks and needs are beyond own competence and scope of practice
- 23.To support patients in the delivery of care through maintaining their information needs promoting their wishes and beliefs, and addressing their concerns
- 24.To support patients in meeting their own health and wellbeing through the provision of appropriate information, advice and support
- 25.To monitor and review the effectiveness of interventions with the patient, relatives and carers to ensure patients optimised for surgery and timely decisions regarding fitness status are made. and colleagues and modify this to meet the changing needs and established goals of care

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

The unit consists of nursing, health care assistants and administrative and clerical staff. We consist of approximately 25 staff members in total.

STRUCTURE CHART

Manager/Matron for Surgery

Senior Sister

B6 Nurse

B5 Nursing Staff

HCA's and Admin/clerical

ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>Registered Nurse Part 1,2, 12</p> <ul style="list-style-type: none"> • Training to undertake specific procedures within the remit of the role and assessment of competency in these procedures. • Demonstrates evidence of ongoing continuous professional development. • Teaching qualification recognised by NMC and proven ability to provide clinical education. 	<ul style="list-style-type: none"> • In possession of or willing to undertake relevant Nursing Degree • Post-registration qualification in speciality area such as PACR/Nurse prescriber.
Knowledge & Experience	<ul style="list-style-type: none"> • Thorough and up-to-date knowledge of nursing theory and best practice, particularly within specialty area and the application of this in practice. • Thorough understanding of equality & diversity and its application to managing self, staff and patients within own area. • Understanding of NMC Code of Practice and requirements of it for the 	<ul style="list-style-type: none"> • Conference presentations and or publications • Membership of special interest and professional group

	<p>practice & behaviour and its application to the management of staff and self</p> <ul style="list-style-type: none"> • Basic knowledge of using MS Windows Office applications and Excel. • Broad range of clinical experience and a minimum of 3 years of working in relevant clinical speciality or related area. 	
Values	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<ul style="list-style-type: none"> • Participated in service development and implementation of change • Strong decision making skills, demonstrates evidence of well-developed clinical practice. Able to advise on and implement improvements to the quality and efficiency of care for relevant patient group with specific attention to complex cases. 	

	<ul style="list-style-type: none"> • Strong organisational skills - Able to organise own workload to ensure completion in the most efficient & effective way. • Able to act as an advocate to service users. • Ability to act as effective facilitator and clinical supervisor • Experience of clinical audit and service development resulting from audit findings • Knowledge of professional and wider issues relating to the NHS, and policy relating to own specialist area • Able to present information to professional groups. • Demonstrate research awareness • Effective influencing skills and political awareness • Able to perform assessment, planning, implementation and evaluation of nursing care. • Able to develop effective interpersonal relationships with colleagues across health and social care settings. • Develop and implement policies and protocols for own specialist area e.g. nurse led clinics. 	
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	<ul style="list-style-type: none"> • Able to use computerised system for accessing patient information, to develop a data base of staff training records and to type own correspondence and meeting minutes etc. and to prepare presentations 	
Physical Skills & Effort Emotional Effort	<p>Good attendance record in current/previous roles.</p> <p>Difficult conversations - Ability to sensitively inform service users on emotional and complex issues such as diagnosis and treatment, complaints investigation and resolution. Able to support & facilitate own staff in dealing with these issues.</p>	
Requirements due to Working Environment	<p>Work autonomously</p> <p>Sit for extended periods</p> <p>Long periods using a VDU</p>	