

# RECRUITMENT INFORMATION PACK



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Junior Sister



## Job particulars

<b>Job Title</b>	Junior Sister
<b>Pay Band</b>	Band 6
<b>Location</b>	Newham University Hospital
<b>Reports to</b>	Matron
<b>Responsible to</b>	Divisional Director & Associate Director of Nursing

## Job purpose

The post holder will provide support to members of the team and carries responsibility for the assessment of care needs, the development, implementation and evaluation of programme of care and setting standards. This will include the delivery of education and training programmes which incorporate mandatory training, clinical and enhanced skill within Neonatology.

The post holder will have a host hospital but may be required, on occasion, to work in the other 2 Neonatal Units within Barts Health.

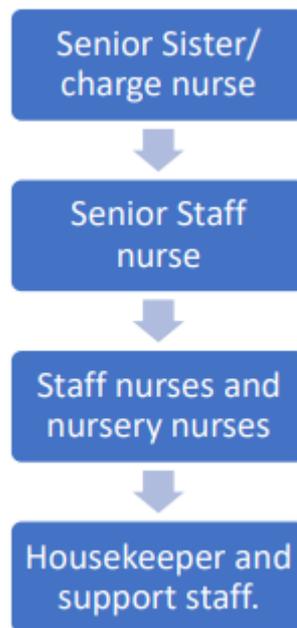
## Key working relationships

Professional relationships with key partners, employees and boards.

Internal	External
Nursing and Medical Staff/Obstetrics	Visitors and Voluntary organisations

## Structure chart





## Main duties, responsibilities, and results areas

### Professional / clinical responsibilities

- Responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care involving the family at all times
- Assist the Band 7 grades with the setting and monitoring standards of neonatal care and the reporting of deficiencies in care.
- Maintain custody of medicines according to the Standards for Medicines Management.
- Maintain own neonatal skills and knowledge in providing total care for neonates.
- Identify limitations in personal knowledge and skills and plan action to overcome these in consultation with team leader and Unit manager
- Identify own potential and develop accordingly with in consultation with team leader and Unit Manager
- Promote/work within the NMC statutory framework. i.e. code of practice, Scope of professional practice, and standards for Administration of medicines, and Standards for Record Keeping
- Contribute to the development of a learning environment to support learners
- Implement change by participating in the development of protocols, policies and care pathways
- Contribute to the education and training strategies within the directorate
- Disseminate best practice throughout the department and directorate
- Act as a clinical expert within the directorate



- Support the promotion of joint working with other professionals, agencies, clinical services and patient/carers
- Manages Nursing staff allocated to the Unit during span of duty and is responsible for their efficient deployment
- Assesses the work to be carried out
- Supervise the delivery of quality nursing care
- Handles complaints by patients, members of the public and staff in accordance with Health Care Policies

### **Management and leadership**

- Exercise Leadership and coordinate patient care and activities
- Supervise Junior staff and continually assess the care given to ensure that it is appropriate
- Be innovative in introducing new ideas for improving neonatal practice and care, and suggest measures for the effective use of unit /department resources
- Promote research base practice
- Promote good working relationship within the multidisciplinary team
- Assist with the co-ordination of the duty rota to ensure adequate cover at all times within the agreed budget
- Assist with assessing the service needs and the deployment of staff accordingly to ensure a safe level of care is provided.
- Keep Unit /department leads informed when it appears that a safe level of care cannot be provided
- Be proactive in the monitoring and recording of sickness and absence leave according to the Trust procedure and liaise closely with Team leaders , head of department and human resource department
- Participate in unit and staff meetings. Keep staff informed of changes in Service provisions
- Participate in selection of Junior staff and learners
- Act as a clinical expert within the directorate
- Participate in the induction programme for all new staff including medical staff.
- Participate in internal rotation day and night
- Takes charge of the unit at regular intervals
- Undertakes the duties of the Band 7 sister and acts in her absence
- Communicate with Mothers, their relatives and visitors being sensitive to their needs and referring dealing with problems making referral to team leader when necessary
- Maintain the unit philosophy of family centred care.
- Maintain good liaison with other members of the health team and support services to ensure best possible care is given
- Maintain a good rapport with support and voluntary agencies
- Communicate and Liaise closely with the professional development team, midwifery link lecturer and college of nursing and midwifery to ensure a good teaching environment
- Liaise with support services E.g. catering, portering, estates and ensure the fabric of the building is maintained

### **Financial Responsibilities**

- Assist the management of resources to keep expenditure within the allocated budget



- Assist with the maintenance of equipment and drugs with due regards to economy and safety.
- Be actively involved in the identification of resources required to deliver care and service development

### **Educational and Professional Development**

- Participate in the clinical teaching of all learners, junior members of staff including health care assistants
  - Act as mentor to all learners and preceptor to new registered staff.
- Participate in the development of competencies across the directorate
- Ensure that practitioners develop the competencies relating to their practice
- Proactive in the orientation and education of Junior doctors to the unit
- Take responsibility for own professional development
- Seek adequate training to enable you to increase your clinical skills and keep abreast of current research-based practice
- Constantly update knowledge by attending appropriate in-service training, study days and participating in research interest groups and Journal club

### **Operational Delivery**

- Ensure that appropriate care is delivered in a family centred way
- Ensure that all manual and computer records are accurate and legible in accordance with the NMC code of practice and comply with the standards for record keeping as laid down by the NMC.
- Accurately maintain and monitor clinical information within the unit
- Monitor the record keeping of all junior staff
- Report to Nurse in charge or Unit manager issues you are unable to resolve at your level.
- Ensure competencies in Electronic Patient Records are maintained. All electronic data is kept up to date and in live time.
- Facilitate team working across the Directorate
- Encourage good practice by involving the multi-professionals approach in care delivery
- Contribute to the development of innovative practice to support the health and well being of the population
- Acts as a role model to all members of the team for the promotion and maintenance of standard of care

### **Risk and Governance Management**

- Be proactive in dealing with complaints. Where complaints occur report to the unit manager and assist in the investigation
- Report all untoward incidents to shift leader, and initiate factual account writing by the appropriate member of staff
- Be responsible for the counselling of Junior staff and participate in their appraisals in accordance with the trust appraisal system
- Be responsible for health and safety and the welfare of staff, clients and the public



- Ensure that you and your Junior staff are fully conversant with current legislations and are familiar with all local policies and personnel procedures.
- Be conversant of action to be taken in the event of fire, and /or Major Accident and ensure that junior staff are updated in these procedures
- Participate in risk assessments for the area
- Participate in multidisciplinary discussions and implement action plans resulting from governance management.
- Contribute to the Self-Assessment and Clinical Governance Agenda within the Directorate
- Contribute to the audit and evaluation of the education and training framework across the directorate
- Work with practitioners and multidisciplinary team across the trust to develop networks

### **Specific duties and responsibilities**

- Act as a shift leader on a regular basis in absence of senior sister
- Manages nursing staff allocated to the unit during span of duty
- Assesses the work to be carried out
- Organises staff time and equipment for work completion
- Supervise the delivery of quality of nursing care
- Assesses and identifies the learning needs and provides support to all members of staff, students, and patient's family for the best outcomes
- Skilled and responsible for the total nursing care of assigned patients
- Attends high risk deliveries and assists in intubation if needed
- Able to admit and provide care of extremely premature infants from 23 weeks onwards and any critically ill neonates
- Able to counsel and explain to parents and relatives regarding progress of their baby/babies
- Apply nursing measures and techniques pertinent to medical diagnosis and treatment of the patient
- Execute legal orders of the medical team concerning treatment and medications.
- Able to assess infants and recognise deviations from normal and initiates interventions according to the unit policy
- Identifies infants at risk for or suspicion of sepsis and take precautions as per infection control and unit policy
- Skilled to insert peripheral line and calculate fluids requirement according to unit policy or willing to undergo training.
- Able to care for ventilated and oscillated babies
- Skilled to obtain blood samples from capillary, venous, UAC, and UVC
- Able to interpret blood gases and refer to medical team accordingly
- Able to set up and categorize intensive, high dependency and special care admissions
- Able to set up transport incubator and accompany patient to other hospitals



## Working conditions

Criteria	Description
<b>Physical</b>	<p>The post holder is frequently exposed to episodes of light exertion for example whilst moving and handling patients with physical limitations or who are attached to medical devices.</p> <p>Standard keyboard skills required. Advanced sensory skills</p> <p>The post holder will be required to lift, push, pull, use hoists and trolleys.</p> <p>The post holder may be required to physically manoeuvre with appropriate aids heavy pieces of equipment around the service area.</p> <p>May be sat at a computer station May be required to travel between 3 Trust sites and to regional meetings.</p> <p>Will frequently be required to sit/ stand or walk</p>
<b>Emotional</b>	<p>Will be exposed, more than once a month to circumstances that are distressing or emotional.</p> <p>Will frequently be required to support clients during the discussion and decision making process.</p> <p>Will need to work under pressure of time and resources.</p> <p>May have to deal with staff and occasionally patients and their families who are angry / upset / tearful.</p>
<b>Working Conditions</b>	<p>Frequent episodes of exposure to VDU screens whilst inputting data.</p> <p>Frequent exposure to body fluids, e.g. collection of samples and Specimens</p> <p>Works across sites in acceptable working conditions.</p> <p>Combination of office and clinically based working environments with long periods of VDU usage.</p> <p>May be exposed to verbal abuse</p>



<b>Mental</b>	<p>Frequent requirement for concentration when undertaking activities for example: Telephone interaction, Report writing</p> <p>High level of concentration required at all times.</p> <p>Work is often unpredictable and the post holder may have to adapt to change in short time frame and be able to deliver outcomes. Concentration is required for analysing data, attending hearings etc.</p> <p>Will be frequently interrupted due to the operational nature of the role.</p>
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## Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/). This supports us to develop a sustainable workforce and bring the very best out in people.

## Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

## Person specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Registered Nurse, Children's Nurse or Midwife</p> <p>Mentorship and assessment in the clinical area or equivalent Neonatal course (all modules)</p>	



<p><b>Experience</b></p>	<p>Neonatal experience at staff nurse level in intensive care or local neonatal unit. Proven professional competence.</p> <p>Awareness of research and Audit</p> <p>Evidence of continuing education in relevant field of practice.</p>	
<p><b>Knowledge</b></p>		
<p><b>Skills</b></p>	<p>Good level of skill in computer usage – able to use NHS data bases, input data and retrieve information.</p> <p>Awareness of current issues and reforms in the NHS and neonatal services.</p> <p>Experience of good budgetary control and efficient use of resources.</p> <p>Desire for service improvement and efficiencies.</p> <p>Awareness of the Toolkit for high quality neonatal services.</p> <p>Excellent understanding of safeguarding issues.</p> <p>Excellent communication skills</p>	



	<p>Able to present and contribute at multidisciplinary meetings.</p> <p>Able to present and contribute at multidisciplinary meetings</p>	
<b>Other</b>	<p>Able to manage stress in self and others.</p> <p>Able to facilitate development of others.</p> <p>Able to carry out Internal rotation and shift working</p>	

