## JOB DESCRIPTION

### 1 JOB DETAILS

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Charge Nurse</th>
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<tr>
<td>Responsible to:</td>
<td>Senior Charge Nurse</td>
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<tr>
<td>Department &amp; Base:</td>
<td>Medical Assessment Unit</td>
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<tr>
<td>Date this JD written / updated:</td>
<td>August 2011 (nomenclature changes)</td>
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<tr>
<td>Job Reference Number:</td>
<td>NM2036</td>
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### 2 JOB PURPOSE

In support of the senior charge nurse provide clinical leadership and effectively manage all resources allocated to their area.

Has day to day responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care, and the setting of standards of care.

Provides leadership and management of the ward, including the deployment and supervision of staff and where the teaching of students and / or extensive nursing intervention is required.

Has delegated continuing responsibility for the ward during the Senior Charge Nurse’s leave.
3 ORGANISATIONAL POSITION

Associate Director of Nursing

General Manager

Unscheduled Care

Clinical Nurse Manager

Unscheduled Care

Senior Charge Nurse

Charge Nurse (this post)

Staff Nurses

Non Registered Nurses

Ward Clerk/Clerkess

The post holder has line management responsibility for all staff below Charge Nurse level.

4 SCOPE AND RANGE

The Medical Unit has 3 in patient wards and 30 bedded Medical Assessment Unit. The in patient wards comprise of a 12 bedded Acute, High Dependency / Coronary Care ward and two 30 bedded general medical wards providing the following range of consultant led specialities, Cardiology, Respiratory Medicine, Gastroenterology, Diabetes and Haematology/Oncology.

This post is for the 30 bedded Medical Assessment Unit.

The post holder will support the Senior Charge Nurse in the management of the staffing establishment, overall budget as well as ensuring safe levels of patient person centred care.

The post holder may be required to work in any other ward or department within NHS Borders.

OUR VALUES IN ACTION

● Care and Compassion
● Quality and Teamwork
● Dignity and Respect
● Openness, honesty and responsibility
5 MAIN DUTIES / RESPONSIBILITIES

Clinical

Working as a co-operative member of the multidisciplinary team assess nursing needs, develop, implement and evaluate nursing care to meet those needs without direct supervision.

Ensuring effective communication and maintenance of accurate records maintaining absolute patient confidentiality.

Ensure that nursing procedures are carried out in accordance with NHS Borders protocols, guidelines and these procedures are evidence based.

Safe administration, storage and ordering of drugs.

Develop your scope of professional practice as a registered nurses to undertake procedures such as venepuncture, cannulation, IV Drug therapy, ECG.

Educational

Advise on the promotion of health and prevention of illness to assist patients, carers and other professionals maintain a healthy life style and prevent further illness.

Develop and implement appropriate educational programmes for pre and post registered and non-registered staff ensuring mandatory and statutory training needs are met in partnership with Higher Education and the organisational training and development department. This will include the implementation of orientation and induction programmes.

Management

Maintain equipment and supplies level ensuring that faults are reported.

Ensure that appropriate skill mix is deployed to meet the needs of the patients and the delivery of safe and effective care.

Attend relevant meetings as designated by the Senior Charge Nurse, Operational Manager and manage the unit as required.

Professional

Support the Senior Charge Nurse in all aspects of personnel management for the staff allocated to the ward in line with the NHS Borders Personnel Manual.

Be innovative and proactive in developing and designing patient focused services ensuring patient and public involvement in the process while promoting clinical audit and research to ensure that clinical practice is evidence based.

Adhere at all times to the Nursing and Midwifery Code of Practice and Guidelines.

Adhere at all times to NHS Borders Policies.
6 SYSTEMS AND EQUIPMENT

Blood Glucose Meters
Intravenous infusion devices
Syringe drivers
Dynamap
Humidifiers
Oxygen Therapy
CPAP/BIPAP on intubated and non intubated patients
Central Venous Monitoring Equipment
External and Internal Pacing Equipment / Cardiac Monitoring Equipment
Nebulisers
Suction
Enteral Feeding
ECG Machines
Resuscitation equipment
Defibrillator
Moving and handling equipment e.g. hoists, patient slides, bath chairs
Profile beds
Pressure relieving mattresses
Height, weight and BMI scales
Tympanic thermometers
Bathing Thermometers
Ten's Machine

IT skills for Homer Patient Administration System
Laboratory results
Radiological results
Outlook
Internet
Intranet

Information systems
Trakcare
Maintain individual patient case records
Completion of staff records such as sick returns, checking and authorising time sheets

7 DECISIONS AND JUDGEMENTS

The post holder will be expected to make clinical and managerial decisions on all aspects of the management of the ward ensuring the smooth and efficient delivery of service for the area in which they have responsibility acting independently and using their own initiative.

Decision making in relation to deployment of appropriate skill mix.

Have the ability to recognise situations where you require assistance and the need to seek support from Operational Manager, Clinical Services Manager, General Manager or Senior Nurse on for the hospital, example of situations may be poor attendance, bed shortage, staffing issues.

Recognise your own ability and limitations and identify these to your line manager, i.e. knowledge and skills required for changes in clinical practice new treatments or procedures

Support and guidance is available on the premises from the Operational Manager through daily informal contact, hospital bleep system and monthly meetings.
8 COMMUNICATION AND RELATIONSHIPS

Network with Primary, Secondary and Tertiary services and specialist professional groups nationally.

Actively listen and seek patients, public opinions on all aspects of nursing care. Maintain patient confidentiality at all times.

Promote good relationships with patients, public and all staff in and out of your ward or department either verbally and or in writing.

Actively listen and seek patients, public opinions on all aspects of nursing services.

Communicate verbally and in writing with:

NHS Staff and departments in the BGH
NHS Staff in Mental Health, Community Hospitals and Primary Care Teams.

Communicate with other Agencies and Organisations as appropriate i.e. Social Work, Voluntary Organisations, Police,

Motivation of staff and negotiation with junior, peer and senior staff groups within the organisation.

Emotional demands of caring for ill and dying patients and their families / carers.

Management of emotional outcomes for patients and staff following a violent or aggressive situation in the ward.

Be able to communicate verbally and in writing to deliver informal and formal teaching programmes

Report complaints, clinical, non-clinical incidents and completed risk assessments verbally or in writing.

9 PHYSICAL DEMANDS OF THE JOB

The post holder will be continually mobile for the majority of the shift.

Assisting with moving and transporting of patients while ensuring all moving and handling guidelines are adhered to.

Moving beds/furniture/equipment as required.

Moving and handling items such as case notes/linen.

Be able to respond speedily and accurately to emergency or unplanned situations.

Potential control and restraint of physically aggressive patients.
10 MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

Prioritising and meeting competing demands from patients, relatives and members of the health professional groups and balancing clinical requirement with the management role.

Maintaining and developing the advanced level of clinical, leadership and management skills and knowledge for the developments within the multidisciplinary team.

Clinical decision making in the appropriateness of the continuing or withdrawing active interventions for patients and managing the relatives and staff expectations in these situations.

Ability to respond rapidly to local priorities while maintaining staff morale.

Supporting and managing individual staff professional and personal crises and managing conflict.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.
**PERSON SPECIFICATION**

For the post of Charge Nurse Band 6

Below are the essential and desirable knowledge, training (including qualifications) and experience required to do this job.

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<th>ESSENTIAL</th>
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<tr>
<td><strong>1</strong> First Level Registration / Diploma or degree in nursing studies.</td>
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<tr>
<td><strong>2</strong> Relevant post registration in relevant clinical area, some of which</td>
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<td>at grade E or equivalent</td>
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<td><strong>3</strong> Person is effective communicator, negotiation skills</td>
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<td><strong>4</strong> Time management skills</td>
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<td><strong>5</strong> Presentation skills, report writing skills</td>
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<td><strong>6</strong> Leadership ability, ability to work across professional and</td>
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<td>organisational groups</td>
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<td><strong>7</strong> IT skills, teaching skills</td>
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<tr>
<td><strong>8</strong> IV / IM administration of drugs, cannulation, ECG / Cardiac</td>
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<td>Monitoring and interpretation of cardiac rhythms.</td>
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<td><strong>9</strong> Central and Femoral line care.</td>
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<td><strong>10</strong> Positive proactive outlook, flexible and innovative, organised</td>
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<tr>
<td>and thorough</td>
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<td><strong>11</strong> Diplomatic, persuasive, self motivated</td>
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<td><strong>12</strong> Collaborative approach to multidisciplinary teamwork</td>
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<td><strong>13</strong> Evidence of teaching and ability to undertake research.</td>
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<td><strong>14</strong> Evidence of Continued Professional Development.</td>
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<td><strong>15</strong> Ability to understand the application of Clinical Governance.</td>
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<th>DESIRABLE</th>
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<tbody>
<tr>
<td><strong>1</strong> Leadership or management qualification</td>
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<tr>
<td><strong>2</strong> Management, Recruitment selection, Risk assessment</td>
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<tr>
<td><strong>3</strong> Coping mechanisms for dealing with complex and stressful situations</td>
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<td><strong>4</strong> Resilient, Sense of Humour, Practical</td>
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TERMS AND CONDITIONS

Band and salary: Band 6: £26,830 - £35,933 pro rata per annum

Hours of work: 23 – 34.5 hours per week, Permanent

Annual leave: 27 days per annum pro rata
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

Public Holidays: 8 days per annum on dates designated by NHS Borders

Superannuation: The post-holder is entitled to join the NHS superannuation pension scheme.

If Unsuccessful:
If you have NOT heard from us within 4 WEEKS of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

Equal Opportunities:
In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:
We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

Tobacco policy:
We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

Hepatitis B:
We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

If your work involves exposure-prone procedures, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.
Health and Safety at Work:
You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

The closing date for completed application forms is: 5pm on Thursday 24 August 2017