

SISTER/CHARGE NURSE/DEPUTY MANAGER

Department:	Health and Community Services	
Section:	Health and Community Services	
Reports to:	Supervisory / Ward Manager	
JE Ref:	HCS1230	
Grade:	NM05	JE Date: 28/07/2023

Job purpose

This role operates across a range of clinical areas within the acute and community services. The post holder will plan, deliver and evaluate care for patients with a wide range of conditions, and contribute to the advancement of clinical service by developing skills and expertise in key areas.

Working collaboratively with colleagues across other department to ensure the continuity in patient care, acting as a role model for colleagues, patients and relatives, the post holder will be a highly experienced practitioner within the multi-disciplinary team, contributing to the development of a clinical service through involvement in standard and will lead the team approach to evidence based practise.

Nurses working at this level will support their managers across a range of clinical and managerial responsibilities.

Job specific outcomes

The post holder will demonstrate a thorough knowledge of the guidelines of the NMC Code (2015) and apply these to maintain trust and credibility with patients, carers and colleagues.

The post holder will make a significant contribution to a specialty service through developing effective clinical leadership skills, and will keep fully up to date in developments within own professional discipline, sharing clinical knowledge/experience in order to enhance nursing care.

The post holder will support the clinical manager in the provision of professional leadership to department or a community team making a significant contribution to a specialty service through developing effective leadership skills and sharing clinical knowledge and experience to improve nursing practice.

The post holder will make significant contribution to developing a philosophy of care to create and maintain a constructive working atmosphere and learning environment by demonstrating enhanced nursing practice and acting as a role model in terms of own care delivery by acquiring knowledge and skills to support a evidence based client centred service supported by the multi-disciplinary team, consistently providing high quality advice to patients/carers/colleagues.

The post holder will support the manager to define, set and maintain appropriate clinical standards and will lead in planning the overall organisation of client care, directing the care team when necessary in the delivery of high quality care programmes within the service area.

The post holder will maintain accurate patient documentation and consistently produce high quality client information using a range of IT skills as appropriate.

The post holder will support the manager in auditing effectiveness of the service ensuring complaints are dealt with promptly and effectively, and that proper investigations are carried out and action taken to reduce incidence.

The post holder will contribute to budget management, ensuring cost effective use of resources and by creating a “value for money” culture which encourages self-sufficiency and flexibility of working practices.

The post holder will develop and maintain an education plan for individuals, the team and self, matching aspirations and aptitudes with the needs of the service and will ensure that all staff members participate in the Performance Review and Assessment system and have up to date personal development plans, and contribute to the management of relevant Human Resources procedures.

The post holder will develop and maintain relevant induction programme for all new staff and will ensure staff are aware of and adhere to all Health and Social Services policies and procedures. Promoting a culture of openness, reporting and safety consciousness and will demonstrate evidence of implementing effective change and taking appropriate actions to reduce risk.

The post holder will make a significant contribution to the planning and implement of ongoing audit of infection control within the clinical area/department/speciality service ensuring all principles of infection prevention and control are embedded within the ward/departmental area by demonstrating effective infection prevention and challenging poor practice.

The post holder takes responsibility for the safeguarding and welfare of all children, adults and/or families within their care and contact. He/she shall be aware of and comply with all safeguarding policies and procedures

He/she may be required to act in a capacity as a nurse independent supplementary prescriber

The post holder will maintain a professional portfolio which demonstrates the continuing acquisition of skills, knowledge, attitudes, understanding and achievement.

NB: The above does not purport to be an exhaustive list of duties but is intended to indicate the range and type of duties required. The duties of the post may alter to reflect changing practices within the service.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart

Each Area/ Ward to populate and put in their Org Chart

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	1 st Level Registered Nurse NMC Registration	Knowledge of local policies Teaching/Mentorship /Assessment of Learning in Practice or equivalent module / award / qualification
Knowledge	Professional, clinical knowledge acquired through training to degree level	
Technical / Work-based Skills	Excellent written and verbal communications skills Ability to work within a multi-disciplinary team Keyboard skills	
General Skills/Attributes	Assessing planning implementing and evaluation provision of care for clients/patients	
Experience	2 years post qualifying experience in specialty area	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.