JOB DESCRIPTION

TITLE: Critical Care Sister / Charge Nurse

RESPONSIBLE FOR: High Dependency Unit, Highgate Hospital

RESPONSIBLE TO: Nursing Services Manager

ACCOUNTABLE TO: Hospital Director

SUMMARY OF POSITION: The Sister/Charge Nurse will provide clinical leadership to effect safe, high quality, efficient nursing care, and will ensure that the care is based on current research, relevant to a critical care environment. He/she will be responsible for the effective and appropriate deployment of nursing staff within the critical care unit.

KEY ACCOUNTABILITIES

1. CLINICAL

   - To demonstrate advanced clinical practice appropriate to the critical care unit and act as role model and teacher working alongside other members of staff.

   - To act as a resource of clinical information for nursing staff and hospital colleagues.

   - Teach, supervise and assess the clinical practice of nursing staff within the critical care area acting as mentor and supervisor.

   - To undertake supervision of key staff within a developmental capacity, to ensure all staff are competent and capable in the critical care area.

   - To work closely with consultants for the achievement of effective patient management.

   - To promote reflective practice and learning in order to ensure that nursing care is researched based, appropriate and responsive to patient needs.

   - To monitor and ensure patient satisfaction with direct and indirect nursing care.
2. **EDUCATIONAL**

- To identify and be responsive to the clinical and professional education requirements of the nursing team in the critical care unit.
- To be responsible for the proficiency of clinical nursing practices and treatments carried out in the critical care unit.
- To develop and maintain nursing policies and practice guidelines with the Nursing Services Manager for the critical care area.
- To contribute to the ongoing nursing education programme by providing teaching sessions on topics relevant to critical area.
- To assist in the development of induction programmes for new staff.
- To support and participate in the development of the nursing service at Highgate Hospital.

3. **MANAGERIAL**

- To demonstrate effective and efficient resource management, responding to the needs of the unit, in relation to:
  
  (a) Staffing  
  (b) Equipment  
  (c) Environment  
  (d) Supplies  
  (e) Unit budget

  To devise and maintain policies, protocols and work instructions for the department with the Nursing Services Manager.

- To be conversant with the annual nursing budget and monthly departmental performance reviews.

- To work closely with other departments for the provision of an efficient and cost effective service.

- To participate in the appraisal process, identifying training and development needs for nursing staff, whilst assisting them to identify clear and achievable objectives.

- To efficiently deploy bank staff in direct relation to workload analysis and prediction.

- To maintain the safe custody of all medications and controlled drugs.
To ensure correct checking, administration and documentation of all drugs.

To be conversant with the Health and Safety at Work Act, its implications to the working environment and the role responsibilities of the Ward Senior Sister, and nursing staff.

To be conversant with the COSHH and RIDDOR regulations and their implications to the working environment.

To ensure that a safe, clear and tidy working environment is maintained, projecting a professional image for the hospital at all times.

To attend the necessary staff meetings in the capacity of senior clinical representation.

To report ward nursing issues to the Nursing Services Manager, as appropriate.

4. **PROFESSIONAL**

- To set, maintain and monitor standards of care in the department.
- To ensure that patient confidentiality is maintained at all times.

**SUPPLEMENTARY INFORMATION**

**Code of conduct**

- I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- I will always be honest and act with integrity.
- I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- I will show my commitment to working as a team member with all my colleagues and the wider community.
- I will take responsibility for my own learning and development.
- If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

**Equality & Diversity**

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working
environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

**Health & Safety at Work**
You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

**Statutory & Mandatory Training**
You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager’s support at the earliest opportunity.

**Infection Prevention & Control**
It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

**Confidentiality**
Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

**Information Security**
All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:
- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

**Whistleblowing - Raising Concerns**
It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company’s business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

**Data Protection**
All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

**Mobility/Flexibility**
Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies’ facilities.

**Safeguarding the Welfare of Children and Vulnerable Adults**
Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

**For all posts requiring professional registration**
You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

**Other responsibilities**
You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.
This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

**Review**

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.

**Penny Barker - November 2013**

**Nursing Services Manager**
# PERSON SPECIFICATION

**POST:** CRITICAL CARE SISTER/CHARGE NURSE  
**DEPARTMENT:** NURSING

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<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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| Qualifications and Training | Registered Nurse | Critical Care qualification  
ENB 998 or similar mentorship course |
| Experience | A minimum of two year’s critical care experience at senior level | Surgical experience  
Experience of managing a team. |
| Skills and Knowledge | Evidence of on-going professional development  
Awareness/understanding of current health/nursing issues, especially in a critical care environment  
Knowledge of clinical governance  
Effective leadership qualities.  
Excellent communication skills  
- Verbal & written  
Sound organisational skills  
Dynamic approach to standard setting/problem solving. | Understanding of private medicine and the relevant legislative frameworks  
Experience of clinical audit  
Experience of financial management/budgets |
| Quality/Attributes | Enthusiastic  
Self-motivated  
Proactive  
Flexible | |
**TERMS AND CONDITIONS OF EMPLOYMENT**

**POST:** CRITICAL CARE SISTER/CHARGE NURSE

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<thead>
<tr>
<th><strong>SALARY</strong></th>
<th>Circa £37,000 dependent upon experience and qualifications</th>
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<tr>
<td><strong>HOURS</strong></td>
<td>37.5 per week (some internal rotation) Hours to be arranged to accommodate the service of the department</td>
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<tr>
<td><strong>ANNUAL LEAVE</strong></td>
<td>5 weeks (1\textsuperscript{st} Jan – 31\textsuperscript{st} Dec)</td>
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<td><strong>PROBATIONARY PERIOD</strong></td>
<td>Three months</td>
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<td><strong>COMPANY PENSION SCHEME</strong></td>
<td>Auto enrolment into the Aspen Healthcare Group Stakeholder Pension Plan (GSHP) with Scottish Widows, if the eligibility criteria set out by the Government is met.</td>
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<tr>
<td><strong>FREE HEALTH SCREENING</strong></td>
<td>Following one year’s service</td>
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<tr>
<td><strong>PRIVATE HEALTH INSURANCE</strong></td>
<td>Following one year’s service</td>
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