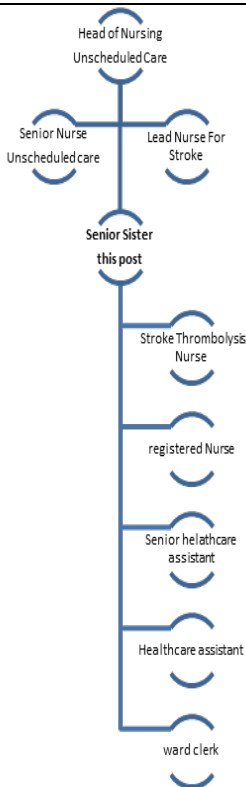


Job Title	Senior Sister/Charge Nurse
Accountable to	Senior Nurse Unscheduled Care/Lead Nurse
Responsible for	Stroke Unit
Location	N/A
Pay Band	7
Job Evaluation Reference No.	0089v8/JE/16
Organisation Chart	 <pre> graph TD A[Head of Nursing Unscheduled Care] --- B[Senior Nurse Unscheduled care] A --- C[Lead Nurse For Stroke] C --- D[Senior Sister this post] D --- E[Stroke Thrombolysis Nurse] D --- F[registered Nurse] D --- G[Senior helathcare assistant] D --- H[Healthcare assistant] D --- I[ward clerk] </pre>
Overview	<p>This role is aimed a dynamic, highly motivated, committed and skilled nurse who has the passion to drive forward excellence in care and the patient safety agenda. They must be innovative and support the expansion and development of the stroke service.</p> <p>The senior sister/charge nurse will be responsible ensuring for high quality, effective and safe nursing care is delivered to all patients attending our hospital and it is essential that they can work as part of the wider healthcare community. Strong visible leadership is a key attribute.</p> <p>The island has 200 new strokes per year on average. It provides hyper acute, acute and rehabilitation care within a 12 bedded stroke unit, which is challenging and constantly changing. The care is provided via a number of modalities including telemedicine for the hyper acute service which is supported by a 24/7 rota of thrombolysis nurses.</p> <p>The stroke team is interdisciplinary and consists of nurses, healthcare assistants, physiotherapists, occupational therapists, speech and language therapists, medical staffing, a specialist nurse, social workers and the third</p>

	<p>sector meaning communicates and respect are vital in the delivery of an integrated stroke service.</p> <p>The role is an integral part is the development and delivery of a cultural of research and innovation which places patients and their families at the centre of all we do.</p>
Job Purpose	<p>The post holder will have overall responsibility for managing all aspects of patient care delivery and resources in their ward area.</p> <p>The post holder will lead, supervise, develop and regulate a team of nurses and support staff within a safe working environment which promotes learning development and professional excellence to provide a health service for patients (and their families) through a period of ill-health, recovery or death</p> <p>The post holder will promote an ethos of good health which is innovative and anchored on evidence-based practice and will demonstrate effective and efficient management.</p> <p>Deliver direct patient care (including stroke thrombolysis) acting as a knowledgeable practitioner and role model to the whole team.</p> <p>The post holder will be a member of the senior nursing team which is committed to promoting and communicating excellent patient care across all areas within Nobles Hospital community.</p> <p>The post holder will deputise for the unscheduled care senior nurse as required.</p> <p>In line with NICE, Royal College Physicians and national stroke strategies participate in the development and management of the stroke service.</p>
Communication & Relationship Skills	<ul style="list-style-type: none"> • The post holder will be responsible for the development and maintenance of a local communication strategy which ensures effective communication within the ward, division, health service and outside agencies • The post holder will be responsible for promoting and monitoring skills and standards which ensure effective communication with patients, their families and significant others • The post holder will have overall responsibility for the receiving, management and auctioning of complaints from patients or their representatives, staff members and other interested parties • The post holder will ensure representation of the ward area in various platforms communicating effectively with the whole healthcare team at local and national level • The post holder will, with the interdisciplinary team, be responsible for documentation used or provided to enhance/benefit the care of patients and their families • The post holder will ensure that accurate contemporaneous records of patient care are kept in accordance with hospital policies and be responsible for the monitoring of recording keeping within their practice area • The post holder will, with the interdisciplinary team, deliver training within their area of competence • The post holder will communicate service change, developments and successes at local national and international arenas

	<ul style="list-style-type: none"> • The post holder will be able to (with tact, support and care) deliver and support people receiving challenging information which may have significant impact on their lives • The post holder will ensure appropriate attendance at hospital wide nursing development meetings and forums, providing feedback to their team on decisions and actions taken.
Duties & Responsibilities	<ul style="list-style-type: none"> • Role requires a minimum 4 day working week, predominately Monday – Friday but this will fluctuate according to service/hospital demand • The post holder will be the designated manager with continuous responsibility for all patients and staff in your area • The post holder will supervise and monitor all ward activity to ensure the care delivery and communication of that care is of an excellent standard to patients and families • The post holder will supervise care delivery to ensure that it is in accordance with hospital and local policy • The post holder will act as a lead for the stroke unit, accountable to their line management • The post holder will hold continuous responsibility for the operational management and professional development of staffs • The post holder will support all registered team members to work within their professional codes of conduct and competence • The post holder will be a professional role model displaying the organisations CARE values in all interactions throughout the organisation • The post holder will effectively and efficiently manage resources and develop innovative strategies for improvements in service provision. Where expenditure exceeds financial allocation the post holder will, with other directorate team members, take active steps to reduce expenditure • The post holder will have overall responsibility for the provision of a safe environment for patients, carers, visitors and staff • The post holder will contribute to change management both within their ward environment and the wider healthcare community • The post holder will maintain their own professional development. • The post holder has overall responsibility for the management and safe usage of all equipment within their ward area • The post holder will undertake site management role on a regular rota • The post holder will deliver direct patient care including stroke thrombolysis.
Knowledge Training & Experience	<ul style="list-style-type: none"> • Registered Nurse on NMC register • Educated to degree level or demonstrate an equivalent level of experience in relevant area • Minimum 5 years post registration experience • Evidence of personal development in management and leadership • Demonstrate experience in the formulation and implementation of quality initiatives including auditing of standards • Knowledge about research-based techniques and practice • Possess relevant teaching and assessing qualification • Demonstrate experience in relationship to team building • Be computer literate • Competent risk assessor and manager

	<ul style="list-style-type: none"> • Demonstrate experience of working within and applying clinical governance principles • A current and maintained portfolio of practice <p>Training or ability to demonstrate experience in:</p> <ul style="list-style-type: none"> • Recruitment, selection and retention • Managing attendance at work • Disciplinary and capability • Negotiation skills • Financial regulations • Planning and organisational skills <p>The desirable knowledge, training and experience requirements of this role are:</p> <ul style="list-style-type: none"> • BSc or MSc in stroke care • Recognised leadership qualification or competencies i.e.: NHS Leadership competencies • Experience of undertaking or contributing to research • Stroke thrombolysis master class or local equivalent • Experience of delivering stroke thrombolysis service • Evidence of change management in patient centre care.
<p>Analytical & Judgemental Skills</p>	<ul style="list-style-type: none"> • The post holder should identify and develop advances in stroke nursing practice which would benefit patients and services • The post holder with investigate, manage and actions complaints pertaining to their clinical area • The post holder will be responsible for undertaking and actioning clinical and environmental risk assessment • The post holder will have responsibility for ensuring that patient needs are assessed, planned, implemented and evaluated including consultation with patients and their families • The post holder will deputise, where appropriate, for their senior nurse and provide site management support for the hospital service • The post holder will support the stroke thrombolysis service providing assessment, diagnosis and identification of treatment pathways for people attending the emergency department with a possible stroke or suffering a stroke whilst under inpatient care • Contribute to the development of individualised clinical and rehabilitation management plans in conjunction with the interdisciplinary team • The post holder will be responsible for the major incident plan for the area, ensuring that the plan is current, in line with the hospital plan, revised annually and tested in the clinical area in accordance with direction from senior management • The post holder will make autonomous decisions, based on comprehensive knowledge, skills and experience of the clinical service and setting considering NMC guidance, departmental policies and procedures and other relevant clinical guidance available • The post holder will plan, alter and roster staffs according to skill mix and clinical need, including the identification and justification of bank/agency staff • The post holder will consider roles, skills and competence when delegating work.

Planning & Organisational Skills	<ul style="list-style-type: none"> • The post holder will have overall responsibility for 24hr rostering of staff, ensuring optimum skill/band mix whilst utilising resources to their maximum benefit/potential • The post holder will be responsible for the allocation of annual leave • The post holder will contribute to strategic planning at ward, directorate and hospital level regarding epidemiological studies and population growth • The post holder will have skills which allow them to manage professional meetings • The post holder will be responsible for the design and development of contingency plans for their area in conjunction with their line management structure • The post holder will be responsible for the allocation of mandatory training leave, ensuring all staff receive the opportunity to access mandatory training in line with departmental policies • The post holder will have overall responsibility for allocating staff development leave • The post holder will contribute the completion, assessment and review of national audit data and support the service lead in the development of the stroke service • The post holder will be responsible for ensuring health and safety practices along with risk management strategies are implemented and adhered to on your ward • As delegated the post holder will take responsibility for directorate management/operational issues • The post holder will be responsible for the day-to-day operational management of the team including adherence to policies, guidelines and financial instructions • The post holder will support the Lead Nurse for Stroke in the development of a service education and teaching programme • The post holder will be responsible for the identification and selection of key workers and link nurses for the ward/directorate • The post holder will be responsible for the design and review of a ward / directorate induction and orientation programme • The post holder will monitor and action relevant medical device alerts which apply to their area of practice • The post holder will produce, interpret and act upon relevant statistics in conjunction with the inter disciplinary team • The post holder will develop, monitor and revives office and ward systems.
Physical Skills	<ul style="list-style-type: none"> • The post holder will have good physical health and be able to respond to emergency calls in a timely manner • The post holder will be able to communicate via a common medium to ensure safe patient care • The post holder will be able to observe care delivered and assess patients both visually and via touch • The post holder will be able to deliver medication via a variety of mediums and use equipment safely and effectively.

Patient/Client care	<ul style="list-style-type: none"> • The post holder has overall responsibility for ensuring that patient need is assessed, care is planned, communicated and evaluated in conjunction with the interdisciplinary team • The post holder will provide, as part of a rota, direct patient care and assessment for people attending with a suspect stroke and take responsibility within, hospital guidelines, with regards to treatment pathways and use of telemedicine • The post holder will ensure that accurate contemporaneous records of patient care are kept in accordance with hospital policies and be responsible for the monitoring of recording keeping within their practice area • The post holder will ensure that those who use patient monitoring systems or equipment are appropriately trained and can update their skills • The post holder in conjunction with the interdisciplinary team, patients and their families, multifactorial rehabilitation plans with primary responsibility for nursing • The post holder will be responsible for the maintenance and archive of records in line with hospital policy and GDPR regulations • The post holder will make autonomous clinical decisions in planning and prioritising nursing care and delegation of the same to team members. By using advanced knowledge, you will have the ability to anticipate changes in patient's condition and implement the appropriate actions required • The post holder will be required to make decisions regarding patient flow without the need for direct supervision • The post holder should have the ability to respond to challenging and complex clinical situations.
Policy/Service Development	<ul style="list-style-type: none"> • The post holder will initiate and lead on ward, department or service projects • The post holder will facilitate team members to develop projects and to be involved with projects • The post holder will link with other healthcare professionals and service areas on a variety of platforms to ensure standards of care are in line with specialist clinic need and promote a clinical area that is a positive experience for patients, carers, visitors and staff • The post holder will be responsible for ensuring all current hospital policies and protocols are available and staffs can review the same • The post holder will be responsible for ensuring compliance with departmental policies and procedures • The post holder will be responsible for the leading and influencing of programmes/change to develop and improve the quality of patient care in your area. This may include contributing to or leading on identified hospital projects • The post holder will create a culture of research and innovation where nursing care is proactive and responsive to the changing healthcare needs of patients • The post holder will use leadership skills to influence and facilitate change within the area and organisation • The post holder will be responsible for the development and implementation of quality initiatives for their area. The post holder will be

	responsible for the regular audit of services and standards of care as per hospital guidance.
Financial & Physical Resources	<ul style="list-style-type: none"> • The post holder will be responsible for the management of resources within their delegated area and act as an authorised signatory for expenditure within hospital guidelines. (currently set at £5000) • The post holder must ensure that all equipment used in the area is maintained and that safe working practices are adhered to in line with health and safety legislation • The post holder must ensure that all staff is able to correctly use equipment and can attend training sessions and updates • The post holder will be responsible for the authorisation of staff time sheet payments, study leave and the supply and ordering of goods • The post holder will be responsible for the safe storage, checking and management of unit stock including medicines • The post holder will ensure all equipment is on the asset register. • The post holder will have overall responsibility for the identification and reaction to: <ul style="list-style-type: none"> ○ Mechanical breakdowns ○ Damage to the fabric of the building ○ Communication failures ○ Security breaches/issues
Human Resources	<ul style="list-style-type: none"> • The post holder will be responsible for an annual training needs analysis to assist the directorate in ensuring the education budget is appropriately utilised and all staff are appropriately skilled and trained to carry out their role • The post holder will identify staff training and development needs ensuring the whole team have up to date personal development plans and understand and acknowledge the role and function of the other team members • The post holder will ensure that all staffs strive to reach their full potential by enabling them to develop professional, clinical, managerial and communication skills, which will be identified using the professional development programme • The post holder will utilise mentorship, preceptorship and objective setting to enable educational needs of staff to be met • The post holder will be responsible for ensuring staffs are orientated to the environment • The post holder will ensure that a learning environment is provided for all inter-disciplinary team members and students including liaison with colleagues to optimise student placements • The post holder will have overall responsibility for the co-ordination of activity within the ward environment to ensure the effective, efficient and economical utilisation of human resources • The post holder will be responsible for time keeping, efficient use of work force and economic use of resources • The post holder will be responsible for: <ul style="list-style-type: none"> ○ Recruitment, selection and retention of the workforce considering skill mix and clinical need ○ Managing attendance at work ○ Disciplinary and capability processes for the workforce ○ Succession planning of the workforce

	<ul style="list-style-type: none"> • The post holder will have good understanding and application of the equalities act • The post holder will support the lead nurse for stroke in the development, delivery and review of clinical competencies within the stroke service based on evidence-based practice • The post holder will provide feedback in a timely, direct and sensitive manner regardless of content.
Information Resources	<ul style="list-style-type: none"> • The post holder must ensure that both they and staff are aware of, trained in and comply with GDPR regulations and all policies relating to confidentiality and access to patient information • The post holder will have the ability to access all Manx Care IT systems which are necessary to their role including Manx Care mail and be responsible for their use as per departmental guidance • The post holder will be computer literate and be able to use a variety of tools including but not limited to: <ul style="list-style-type: none"> ○ Microsoft office suite ○ Up to date ○ Skype and the telemedicine link ○ Open Athens • The post holder will have overall responsibility for the maintenance, storage and security of records relating to attendance, staff changes, training, registration, incidents and outcomes.
Research & Development	<ul style="list-style-type: none"> • The post holder will assist and facilitate ward/department staff research projects whilst ensuring the continued and safe delivery of the patient care • The post holder will be responsible for the co-ordination of the area's response to research studies • The post holder will ensure that opportunities for shared learning and experience are promoted.
Freedom to Act	<ul style="list-style-type: none"> • The post holder will be responsible for recognising their own limitations in the provision of clinical care and leadership and will identify the need to refer, consult or arrange support from other members of the DHSC team • The post holder should actively challenge decisions made by others if they are outside departmental and hospital policies or not considered to be in the best interests of the patients • The post holder will have the ability to respond to challenging or complex situations both clinically and competently • The post holder will be required to work autonomously in the areas outlined above and within their sphere of competence.
Confidentiality	<p>In the course of your duties, you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you.</p>

	In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.
Health & Safety	It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.
Safeguarding	The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.
CARE	In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.
<p>JOB DESCRIPTION AGREEMENT</p> <p>I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.</p> <p>Job holder's name (please print) </p> <p>Job holder's signature </p> <p>Line manager's name (please print) </p> <p>Line manager's signature </p>	
<p style="text-align: right;">Date</p> <p style="text-align: right;">Date</p>	





JOB DESCRIPTION APPENDIX 1

Physical, mental & emotional demands of the job and working conditions

Physical effort	<ul style="list-style-type: none"> • A combination of frequent standing, walking, bending and stretching is required throughout the shift • The post holder will have frequent episodes of sitting whilst using a keyboards, VDUs and telephones • Undertake moving and handling of patients and objects (e.g. beds, lockers and equipment) in line with departmental guidelines • Repetitive movements such as bending, stretching, typing/ keyboard skills, movement of equipment, transfer of patients with team support occurs on average 10-20 times per shift • Regular admission of patients requiring bariatric care • Daily involvement in the delivery and movement of objects throughout the hospital • 50-70% of each shift spent standing • Frequent visit to other departments as part of an emergency call requires rapid movement 3-4 times a shift.
Mental effort	<ul style="list-style-type: none"> • Concentration will be required when performing numerous tasks including but not limited to: <ul style="list-style-type: none"> ○ Medication delivery and calculations. ○ Conducting appraisal, interviews etc ○ Delivery and administration of infusions, transfusions etc. ○ Admission and discharge of patients • The post holder will be expected to carry out several tasks at a time, performing task switching and priority allocation on a frequent but unpredictable basis • The post holder will carry out acute assessment of people within noisy environments and in a timely manner • Frequently interrupted throughout the shift to answer telephone, take patient details, check medication, answer queries from medical staff/ relatives, medical emergencies, • Required to concentrate in an environment which is unpredictable e.g. write reports/incidents/manage risk/provide support and supervision for junior staff • Arrange admission of patient/allocate bed/allocate staff/co-ordinate medical input/assessment and investigations, and be involved in direct patient assessment • Makes decisions on a constant basis regarding patient care and transfers, and frequently may need to reprioritise and co-ordinate needs according to circumstances. Needs to be able to multi-task • Requirement to concentrate during teaching of clinical and manual skills, this could be a full days training or several shorter sessions throughout the day • Requirement to concentrate for periods approximately 10% of working hours when compiling reports, policies, guidelines and the development of service • Requirement to concentrate while completing highly complex tasks



	<ul style="list-style-type: none"> • Carrying a pager and a mobile phone on a frequent basis leading to frequent interruptions • Requirement to critically analyse and synthesise research and publications, approximately 5%-of working hours, whilst continuing to deal with interruptions.
Emotional effort	<ul style="list-style-type: none"> • Supports unwelcome/distressing news for patients, relatives and staff of prognosis/treatment/transfer • Cares for patients/relatives with terminal illness/long and short term • Cares for patients whose death is sudden/unexpected, and support relatives and staff during these events • Deals with patients/relatives who have challenging behaviours e.g. mentally and physically, emotionally demanding e.g. patients who self-harm/attempt self-harm within the unit • You will support staff through upsetting professional and personal events.
Working conditions	<ul style="list-style-type: none"> • Frequent unpleasant smells/odours, noise, body fluids, sputum, faeces, vomit, emptying bedpans, urinals, catheter bags and suction jar • Handling of infectious material, contaminated equipment / work areas, foul linen. Risks of needle stick injuries. Deals with substances hazardous to health • Emergency situation may arise at any time; need to be able to deal with effectively managing the situation whilst maintaining a safe environment • Use of computer daily to update and seek results/patient information • Risk of exposure to verbal aggression • Unpredictable working environment • Unpredictable behaviour of patients and relatives due to admission /diagnosis • No upper limit to the number of people, who can be seen, assessed and admitted in a single shift • Because of the nature of the Stroke Unit anyone/or more of the above events can occur daily.
<p>Agreement of above description</p> <p>I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.</p> <p>Job holder's name (please print)</p> <p>Job holder's signature</p> <p>Line manager's name (please print)</p> <p>Line manager's signature</p>	
<p>Date</p> <p>Date</p>	



Person Specification

Criteria for selection	Attributes	Essential (E) or Desirable (D) requirements	Method of assessment
Qualifications	<ul style="list-style-type: none"> • 1st level Registered nurse on Part 1 of the NMC register • Relevant teaching and assessing qualification • Educated to degree level or demonstrate equivalent level of experience in relevant speciality • Formal management of leadership qualification or equivalent level of experience. • BSc or MSc in stroke care or rehabilitation • Stroke thrombolysis master class 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>CV</p> <p>NMC Check</p> <p>Portfolio</p> <p>Interview</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Significant post registration experience • HR management skills • Skill and knowledge about clinical governance principles and practices • Evidence of personal development in management and leadership • Experience in formulation and implementation of quality initiatives • Involvement in research • Experience of delivering a thrombolysis service • Experience in relationship and team building • Experience of risk assessment and management. • Evidence of experience in change management 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>CV</p> <p>Interview</p> <p>Assessment Centre</p>
CARE	<ul style="list-style-type: none"> • Drive to place the patient at centre of all conversations, developments and decisions • Be a role model for the profession, DHSC and isle of man government at all times 	<p>E</p> <p>E</p>	<p>Interview</p> <p>Assessment Centre</p>



	<ul style="list-style-type: none"> Act in a professional manner, listening to and including the thoughts, opinions and actions of patients, carers, families and the inter-disciplinary team. Demonstrate commitment to quality improvement and service development with regards to patient care at all times 	<p>E</p> <p>E</p>	
Personal Attributes	<ul style="list-style-type: none"> Confident and assertive professional manner Demonstrate an ability to manage people Flexible approach Awareness of limitations Ability to support colleagues Awareness of accountability and responsibility within the role Team player Willingness to commence each interaction with 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>CV</p> <p>Assessment Centre</p>
Other Relevant Requirements	<ul style="list-style-type: none"> Satisfactory Police Check IOM Worker 	<p>E</p> <p>D</p>	<p>Pre-employment checks</p> <p>Application</p>