# Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Sister / Charge Nurse Team Leader (permanent nights)</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Nursing and Supportive Care</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Ward Manager - Inpatient Unit</th>
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<tbody>
<tr>
<td>Accountable to:</td>
<td>Director of Nursing and Supportive Care</td>
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<tr>
<td>Salary:</td>
<td>Band 6 (£23,681 - £37,760)</td>
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<tr>
<td>Hours:</td>
<td>30 hours per week working predominantly nights with occasional rotation onto days according to service need and to maintain competencies</td>
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<table>
<thead>
<tr>
<th>Responsible for:</th>
<th>To coordinate and manage the operational running of inpatient unit night team ensuring that continuity of service is maintained, and high-quality care is delivered.</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Located at Compton Hall site but may be required to work across Compton Care locations and community</td>
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## Main Purpose of Job

- To have overall clinical and professional responsibility for a group of patients
- To be responsible for the leadership for a group of staff to ensure the delivery of integrated, holistic, equitable and effective care
- To actively involve patients and those close to them in order to enhance their experience of palliative care, maximise quality of life and provide appropriate support
- To provide support to the ward manager in the overall running of the inpatient unit and be the link between the night team and the managerial team
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Main Responsibilities and Tasks

Managerial and Leadership

- Co-ordinate the running of the shift, ensuring continuity of service
- Lead your designated team creatively and effectively maintaining continuity of care and communication
- Enthuse and motivate team members to deliver holistic personalised patient care
- Monitor the use of resources with due regard to economy and efficiency and regularly review the use of disposables by your team.
- Ensure your team receive Individual Performance Reviews with meaningful objectives that support the achievement of the team and organisational objectives
- Liaise with the Ward Manager regarding team member’s sickness/absence, performance and support requirements.
- Manage any volunteers allocated to your team
- Participate in quality improvement measures suggesting and implementing improvements that do all or a combination of: enhancing the patients experience, improving efficiency and effectiveness, contribute to enhanced staff performance and morale and lead to a better working environment
- Actively contribute to the continued development of service standards, measurement of performance effectiveness and establishment of quality improvement measures.
- Ensure effective multi-way communication and collaboration through the management structure and across the multi-disciplinary team /departments
- Maintain and demonstrate a positive attitude and can-do approach to care being prepared to think laterally and practice creatively to the benefit of patients, families, staff and volunteers
- Support the ward manager in the overall running of the inpatient unit
- Review incident forms for your team and ensure any learning is identified and implemented
- Provide support for your team following incidents and monitor / manage ongoing wellbeing needs

Clinical Practice

- Collaborate effectively with the Modern Matrons to promote a culture that supports and enables self-management and ensures excellence in care provision.
- Practice at an advanced level demonstrating in-depth knowledge and competence in all aspects of palliative nursing, encompassing advanced assessment and clinical management skills that are evidence based.
- Promote the philosophy of patient centred care and self-management.
- Work autonomously having freedom to initiate action within broad policies, taking advice as necessary.
- Provide expert knowledge, advice, clinical support and supervision to team members ensuring a consistent approach for all patients
- Ensure all patients receive comprehensive spiritual, psychosocial and physical assessments culminating in a plan of care that is goals orientated, evidence based and contains creative
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approaches to meeting patients’ needs and achieving their personal goals within the boundaries of professional practice.
- Utilise a wide range of nursing interventions to support pain and symptom management
- Evaluate activity against care plans to ensure appropriate and effective care delivery.
- Provide advice, support and high-quality information to patients and their carers.

### Quality And Education/Training

- Participate in systems of clinical supervision and continuous professional development to develop self and others.
- Facilitate attendance at learning opportunities through effective management of team members.
- Demonstrate and promote practice-based evidence and research.
- Support the evaluation of practice through audit.
- Identify and facilitate new ways of working to maximise efficiency and increase nurse - patient contact time.
- Prioritise and lead team members effectively to manage workload during periods of high activity.

### Financial

- Deploy team members effectively to make the most of available resources.
- Promote efficient working and regularly review the use of equipment such as silhouettes, dressings and incontinence pads to ensure evidence-based practice and value for money.
- Promote safe storage, handling and use of equipment.

### Research and Audit

- Utilise up to date research/evidence to deliver patient care and to disseminate knowledge to all members of the multi professional team.
- Participate in research studies as agreed by Compton Care Research and Development Governance Group.
- Be aware of current research studies being conducted in the specialty.
- Ensure that documentation and record keeping is comprehensively maintained.

### Organisational

- Contribute to the building and maintenance of Compton Care’s external reputation by ensuring you effectively represent Compton Care on appropriate external steering groups, and promote our agenda and views with external stakeholders, at conferences, and through other organisation strategic plans.
- Actively support the charity by participating in marketing and PR campaigns, promoting the activities of the fundraising and retail departments and encouraging the involvement of other staff and volunteers.
- Be an ambassador for the charity and act consistently in a manner that upholds its reputation and raises organisational awareness within the community.
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- Be part of the cross organisational management team. In this role, you will lead on or be part of a team, working on cross organisational projects and initiatives that drive achievement of the organisation’s objectives.
- Have a collaborative approach to working with peers across the organisation, supporting inclusivity and promoting a culture of learning and improvement.

SPECIAL FEATURES OF THE JOB

- The post holder will be required to work unsocial hours subject to the requirements of the role
- Represent Compton Care at local, regional and national meetings and events as required
- Act as an ambassador for the charity and encourage others to do the same
- Work closely with colleagues in Fundraising and Marketing to promote the charitable activities of Compton Care and participate in fundraising as required

Governance and Risk

- participate in the development and implementation of clinical governance.
- Promote and facilitate the development of clinical audit and the management of clinical risk including patients’ impact wherever possible and appropriate.

Smoking

- Compton acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted except in designated areas and in accordance with the guidelines set down within the No Smoking Policy.

Information Governance

- Compton Care requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the organisation and its service users and employees.
- All Compton Care employees are bound by a duty of confidentiality and must conduct their duties in line with the organisations Confidentiality Code of Practice, General Data Protection Regulation (2016/679 EU) (GDPR), will come into effect on 25 May 2018 throughout the EU and will replace the Data Protection Directive (95/46/EC), which is implemented in the UK through the Data Protection Act 1998.
- New governing legislation for collecting and processing personal data in the EU and Freedom of information Act which all employees must adhere to as this a binding legislative act from the European Union for the protection of personal data.
- Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
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• All Information obtained or held during the post-holder’s period of employment that relates to the business of the organisation and its service users and employees will remain the property of the Compton Care. Information may be subject to disclosure under legislation at the Organisation discretion and in line with national rules on exemption.

• Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder’s employment has ended could result in the organisation taking legal action against them. Post-holders must ensure that they are aware of their responsibilities by attending the Compton Care Mandatory Training and Induction programmes.

• Your obligations of confidentiality shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed.

• This is provided that any such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Compton’s Whistle Blowing Policy.

Corporate communication to support the charity

• Compton may require employees to support the organisation’s charitable activities.

• All charitable activities are managed by the Marketing and Fundraising departments, and there may be times when the organisation will require employees to participate in promotional or publicity activities.

Customer Care - Our Mission will be a leader defining palliative care excellence in the UK

• The aim of the organisation is to provide patients and other service users with the best possible care and service, therefore all our staff are required at all times to put patient and our service user first and to do their utmost to meet their requests and needs courteously and efficiently. All staff to abide by Compton Care Values:
  Excellence and Innovation
  Respect and accountability
  Community and partnership
  Passion and determination
  Compassion and empathy

Equality and Diversity

• Compton’s committed to promoting equal opportunities to achieve equity of access, experience and outcomes, and recognising and valuing people’s differences. All employees have an obligation to help achieve this through personal example, open commitment and clear action.

• Each individual will take responsibility for promoting inclusive and accessible service provision, employee development and a culture that values and respects difference.
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- All employees should be familiar with and actively promote and work within Equality and Diversity policies at all times ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds.
- We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with groups and individuals on ways in which our equal opportunities policies and practice can be enhanced.

Health and Safety

- As an employee you have a responsibility to abide by all of the safety practices and codes provided by Compton Care and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.
- All employees must comply with the Compton Care Health & Safety Policy. All employees must attend Health & Safety training as required within their department or as directed by their line manager.
- All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation. In addition, employees must comply with Compton’s policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management’s attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

Risk Management:

- All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Infection Control

- Staff will work to minimise any risk to clients, the public and other staff from Healthcare Associated Infection including MRSA and C difficile by ensuring they are compliant with the Health Act 2006 – Code of Practice For The Prevention and Control of Healthcare Associated Infections (They Hygiene Code); and by ensuring they are familiar with the Compton Care Infection Control Polices, located on the Intranet.
- All employees must comply with the Compton Care Infection Control Policy. All employees must attend infection control training as required within their department or as directed by their line manager.
- Compton is committed to reducing the risk of health care acquired infections. Accordingly it is essential that employees adhere to all infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). Employees should participate in infection prevention initiatives and challenge infection prevention practices, reporting breaches using Compton’s incident reporting system.
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Job Design and Review

- This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder and confirmed with an updated job description.

Patient Experience and Public Involvement (PEPI)

- Compton is committed to gaining feedback from all those that use services provided by Compton through a variety of methods.
- Feedback is used to ensure that future services meet the needs of the patients and demonstrate continuous improvement.

Policies and Procedures

Safeguarding

- All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation.
- Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil safeguarding children and adults at risk responsibilities.
- All employees are expected to comply with existing local Safeguarding policies and procedures, and Compton and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Disclosure and Barring Service

- There are some roles within the organisation that require enhanced DBS screening in order to be able to start work within the Organisation.
- Where relevant to the role employees will be required to undertake this screening as part of the recruitment process and this will be updated on a regular basis whilst in employment.

Statutory and Mandatory Training

- All employees are required to complete any statutory or mandatory training as required by Compton or statutory auditing and regulatory bodies.
- Employees also required to refresh training as required and undertake any additional training as part of being employed by the organisation.

Use of Information Technology

- All employees are required to undertake duties and development related to computerised information management to meet the changing needs and priorities of Compton, as determined by your manager and in accordance with the grade of the post.
# Job Description

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## Person Specification

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<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education and Qualifications</strong></td>
<td>Registered Nurse (Adult)</td>
<td>Willingness to undertake further training/ professional development relevant to the role.</td>
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<td>Completion of the following learning:</td>
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<td>1. ENB 998 (or equivalent)</td>
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<td>2. Management training</td>
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<td></td>
<td></td>
<td>3. Communication skills</td>
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<td></td>
<td></td>
<td>BSc Palliative and End of life Care or related subject</td>
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## Experience, knowledge and skills

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Awareness of professional responsibilities</td>
<td>Able to bring &quot;key skills&quot; in one or more of the following areas:</td>
</tr>
<tr>
<td>Knowledge of current nursing issues</td>
<td>Diabetes</td>
</tr>
<tr>
<td>Demonstrates the promotion of excellence and 'best practice'</td>
<td>Chemotherapy</td>
</tr>
<tr>
<td>RN with at least 2 years’ experience at band 5, preferably with existing band 6 experience</td>
<td>Respiratory</td>
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<tr>
<td>Demonstrates a strong commitment towards continued service development and is able to bring new ideas to progress service standards</td>
<td>Wound care</td>
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<td>Recognises the role of the multi-disciplinary team within a palliative care environment</td>
<td>Student mentorship</td>
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<tr>
<td>Experience of managing sickness/absence</td>
<td>Mental Health experience</td>
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<tr>
<td>Demonstrates motivation to develop self and others.</td>
<td>Palliative rehabilitation</td>
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<td></td>
<td>Experience of working with volunteers / complex teams</td>
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### Job Description

| Demonstrates effective leadership skills. |
| Shows an awareness of local/national guidelines for supportive palliative care |
| Excellent communication skills |

### Personal skills and attributes

| Proven ability to work effectively under pressure |
| Willingness to learn |
| Flexible and adaptable to change |
| Good timekeeping and time management skills |
| Approachable and good listening skills |
| An understanding of Care environment |
| Has a hands on approach and conducts themselves in a professional manner |
| A willingness to provide care using the 6 C’s Compassion in Practice: Compassion, Courage, Care, Competence, Commitment and Communication. |