



JOB PROFILE

Post Title:	Sister/Midwife
Portfolio:	Health & Social Care
Responsible to:	Chief Nursing Officer
Responsible for:	Senior Staff nurses, Staff nurses and Health Care assistants.
Grade:	E on nursing cadre

Job Purpose

To improve the lives of all within our community and help the island thrive by working as part of our Multidisciplinary team within the hospital and outpatient's department.

Main Duties and Responsibilities

Clinical

1. Maintain own professional and personal development in accordance with the NMC Code (2008), standards and professional guidelines.
2. Adhere to NMC guidelines for practice requirements and standards, for example, safe handling, administration, storage and custody of medicinal products
3. Contribute to the development of the hospitals policies and strategies, where appropriate. Implement, adhere and monitor Directorates guidelines, policies, procedures and protocols
4. Ensure that the Directorates goals are reflected in own and the nursing teams' objectives and in hospital plans.
5. To provide emergency services to patients through the provision of clinical care in the ambulance including advanced resuscitation skills
6. Adhere to the Code of Management, as per Human Resource policies and procedures
7. Promote a culture of research and evidence-based practice within the Hospital to enhance person-centred care
8. Act as a change agent, developing clinically effective practice through the effective utilisation and integration of evidence
9. Participate in the analysis, assessment and management of actual and potential risks to health and well-being
10. Establish systems and processes to ensure effective communication and continuity of patient/client care, liaising with multi-disciplinary/multi-agency teams and community services.
11. Promote a caring environment where equality and diversity issues are respected and patients/clients and their carers are enabled to be partners in their care.
12. Ensure appropriate delegation to nurses and health care support workers and monitoring of outcomes for effective care/service delivery
13. Challenge appropriately and confidently where standards of care fall below that which a Ward Sister/Charge Nurse would expect



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14. Promote the principles of good governance and protect the ward/department from financial risk, particularly in respect of patient/client monies and property
15. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team
16. Review processes/practices to ascertain if there are better ways of working within the ward/department to enhance patient/client care, service delivery and deliver required efficiencies.
17. Liaise with nursing managers and heads of nursing on all professional nursing issues
18. Provide enhanced nursing practice in a specialist area i.e. Emergency department or Intensive Care including on call duties
19. Undertake emergency Triage of Patients attending the hospital out of hours using the Manchester triage system and administer treatment as directed by the Hospital Group Directions.

Administration:

20. Ensure appropriate systems are developed and operational to facilitate dissemination of information within the hospital team
21. Maintain effective record management ensuring all documentation written or electronic is managed as per NMC (2009) guidelines, and Directorate Policies
22. Create an environment which supports a culture of life-long learning and reflective practice for all staff
23. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
24. Ensure safe and effective use of equipment as per Directorate policy
25. Ensure risk management arrangements are in place within the hospital, by ensuring near misses, incidents, accidents and faulty devices are recorded, reported, investigated and learning disseminated as per Directorate policy.
26. Ensure compliments and complaints are managed in line with Directorate policy including the dissemination of shared learning.
27. Ensure the safety and quality of the patient's experience by effective planning and co-ordination of the episode of care, including the smooth transition to other settings
28. Ensure effective admission/discharge planning with relevant multi-disciplinary and multi-agency teams as required.
29. Lead and participate in annual staff appraisal/development review.
30. Lead and participate in orientation and induction programmes for staff within the ward/department.
31. Work in partnership with the Practice Development Nurse Teaching and assessing staff alongside them. Participating in rostered teaching days.
32. Ensure supervision and mentorship is embedded for pre and post registration students, registered nurses and health care support workers, as appropriate.
33. Manage poor performance and practice of staff in line with the Directorates policies
34. Contribute to budget management within the hospital, to ensure services are delivered and managed effectively within allocated resources.



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35. Work in partnership with a range of clinicians and managers in the planning or development of own service promoting the involvement of patients/clients and carers.
36. Ensure nurses working in the ward/department achieve compliance with statutory and mandatory training requirements
37. Ensure processes are in place to manage sickness/absenteeism and take appropriate action in line with the Directorate policies.
38. Promote the health and well-being of staff and observe for any signs of ill health or stress factors in staff assigned to the area and take appropriate action in line with Directorate policies.
39. Manage duty rotas/annual leave and study leave to ensure adequate nursing cover and appropriate skill mix.

Capacity building and succession planning

40. To facilitate continuing professional development for direct reports and the wider team as necessary.
41. To develop succession plans, or contribute to succession planning for staff within the section.
42. Training, mentoring and upskilling of local staff to succession plan into this role in the future.

Midwifery care

A midwife is a trained healthcare professional who provides expert medical and emotional care to women during pregnancy, labor, childbirth, and the postnatal period. Key responsibilities include:

43. Antenatal care: health checks, clinical checks, educating the patient and risk assessments
44. Intranatal care: monitoring of mother and baby, pain management, safe delivery of baby, emergency care
45. Postnatal checks: newborns checks, recovery and support and parenting guidance including home visits.

Special Conditions

- This post will require unsociable hours / shift work and on-call duties.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: <i>Requirements for Continuous Professional Development met in terms of requisite number of hours/number of development sessions, etc., and when necessary submitted to Professional Institute to maintain professional status.</i>	(iv)
Planning & Delivery of Work: <i>Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance</i>	(iii)
Analysis and use of Information: <i>Interprets complex written information. Assesses the validity, relevance and limitations of different sources of evidence, and generates a range of options and appraises them based on evidence available.</i>	(iv)
Decision Making: <i>Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.</i>	(iii)
Working with Others: <i>Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.</i>	(iii)
Communication: <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs</i>	(iii)
Influencing and Persuading: <i>Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.</i>	(iii)
Dealing with Change: <i>Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.</i>	(iii)
Continuous Improvement: <i>Willing to learn and develop self and team in job role to work efficiently.</i>	(ii)
Managing Resources: <i>Gains respect and credibility from team members through effective delegation, coaching and development.</i>	(iv)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Adult Nursing Diploma or Degree and 5 years post-registration experience within an Acute General Hospital setting within the last 6 years	E	√	
Registered Nurse on Part 1 of the live NMC Register or an equivalent Nursing Body is mandatory.	E	√	
ALS certification or willingness to undertake	E	√	
Valid Class A Driver's License	E	√	
Post graduate clinical course (Intensive care/ Critical Care/Emergency Care/Advanced assessment etc.)	D	√	
Mentorship qualification	D	√	
Knowledge & Experience:			
Have sound knowledge of changing trends and contemporary developments within health care.	E		√
Experience in A&E or ICU/HDU or AMU/AAU (Acute Medical).	E	√	√
Proven experience in a leadership role (Afc band 6 or above)	E	√	√
Experience of participating in audit related activities	E	√	√
Neonatal or Paediatric experience	D	√	√
Skills and Abilities:			
Ability to provide effective leadership to meet the needs of the post in full, with well-developed negotiating and interpersonal skills	E		√
Ability to effectively manage an operational team to ensure positive outcomes for patients/clients	E		√
Provide evidence of maintaining and monitoring standards which have enhanced the patient/client experience of care.	E		√
Ability to influence and manage change, including the promotion of evidence based practice.	E		√
Flexibility with regard to working arrangements to meet the demands of the post, inclusive of day and night duty and inclusive of on call	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Other:			
Provide evidence of continuous personal and professional development.	E		√
Be conversant with current professional issues in relation to nursing.	E		√
Willingness to work flexibly	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/a