

## Job Description

<b>Job title</b>	Charge Nurse - RMN	<b>Job family</b>	Healthcare
<b>Reporting to</b>	Clinical Services Manager	<b>Job code</b>	NUC/010
<b>Location</b>		<b>Evaluation Date</b>	02/2013

### Main Purpose

To take an active role in management of the ward/unit under the supervision of the Ward Manager, and to take charge in his/her absence. Participate fully with the clinical team and undertake direct patient care.

### Key Accountabilities

#### Quality

1. Promote and maintain a professional working environment, ensuring a high standard of care at all times, assisting with evaluation through clinical governance and audit.
2. Support and lead regular patient feedback mechanisms, e.g. satisfaction surveys, outcome studies, community meetings.
3. Ensure effective communication between medical and nursing staff both verbal and written.
4. Ensure all CPA and risk assessment and HONOS is an integral part of the patients care and that it is monitored and updated on a regular basis.

#### Innovation

5. Assists and supports regional management in developing and implementing new services.

#### Value

6. Provide leadership to staff to help achieve unit objectives and quality patient care. Evaluate daily workload and lead and motivate staff to work to their full potential.

## **Knowledge & Skills**

First level nurse with regular updating of skills.

## **Experience**

The role holder will have experience within a related operational or professional environment, including experience managing staff.

## **Autonomy & Impact**

Generally working to agreed short and medium term objectives derived from the clinical services plan. Judgement, decisions and professional advice will have some impact at local level but will report to the Ward Manager on a regular basis.

## **Intelligent Problem Solving**

Problem solving often relates to the adaptation of existing systems and processes in response to clinical or operational needs – some adaptive or creative thinking is occasionally required when translating best practice and evidence based research.

## **Responsibility**

### **Staff**

Day-to-day supervisory responsibility for staff undertaking similar roles at various levels, to provide quality patient care. In liaison with the Ward Manager, identify training needs for staff.

### **Budgets & equipment**

Delegated responsibility for the care, security and maintenance of equipment, drugs and other consumables on the ward/department.

### **Informatics**

Shared responsibility for the confidentiality, security and accuracy of patient records, data and information. Ensuring good quality patient documentation, which meets the Regulatory guidelines and statutory requirements.

## **Communication & Interaction**

Well developed communication and interpersonal skills are a key feature of the role. Ensures that effective 2-way communication, both verbal and in writing, occurs between the members of the Multidisciplinary team.

## **Working environment**

May be exposed to unpleasant or distressing situations, which heightens the physical, sensory and emotional demands of the role.

## **Special Features**

The role holder must undertake Continuing Professional Development.

## Upholding Company Values

Competency	Req'd Level	Descriptors
<b>Quality - Of care, treatment, of facilities and of staff</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Checks quality of own work</li> <li>✓ Follows procedures</li> <li>✓ Corrects errors and mistakes</li> <li>✓ Complies with relevant regulatory and statutory requirements</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Double checks accuracy of own and work of others</li> <li>✓ Carefully monitors and checks the accuracy and quality of others' work</li> <li>✓ Values the input and expertise of colleagues</li> <li>✓ Keeps clear, detailed records and files</li> </ul>
<b>Innovation - Being forward thinking and thought leaders</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Adapts new services already introduced in other areas within the group</li> <li>✓ Amends these services to suit the needs of the local service</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Proposes new services to regional management, taking into account the local needs of the area</li> <li>✓ Assists and supports regional management with developing and implementing these new services</li> </ul>
<b>Value - Due to transparency and flexibility</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Prices services in line with local needs</li> <li>✓ Reacts to local feedback regarding pricing of services</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Regularly reviews services and price points adjusting where appropriate</li> <li>✓ Adjusts prices in line with demand for services</li> </ul>