

JOB DESCRIPTION

Job Title	Ward Sister
Reports to	Clinical Lead
Salary spine point	50

Job Role

To provide professional leadership and line management of the in-patient unit nursing team to support the delivery of evidence-based patient centred care; which is of a high standard. To take responsibility for the quality management and ensuring that high standards of holistic patient care are maintained in accordance with all Cornwall Hospice Care policies, procedures and guidelines. To support the multi-disciplinary team in their decision making in order to achieve optimal patient flow.

Organisational Responsibilities

Values: Our values underpin our purpose, and all employees are expected to ensure their behaviour and conduct is, always, in accordance with the values. Working together with a common goal and objective ensures we can continue to deliver the high-quality care our patients and their families have come to expect of us.

Policies and procedures: It is the responsibility of employees to ensure they are aware of and comply with the policies and procedures relevant to their job and employment. All employees must be familiar with and operate in accordance with confidentiality and safeguarding policies, at all times during their employment.

Health, Safety and Wellbeing: All employees are expected to conduct their work in a safe manner and with consideration to how others may be affected by their work activities. All activities must be in accordance with the Health & Safety Policy and guidelines.

Ambassador: We are all ambassadors for Cornwall Hospice Care and must ensure that whenever possible, we positively promote our purpose and values to the wider public.

Principal Accountabilities

1. To provide leadership and vision on the coordination, development and management of the inpatient unit nursing service.
2. To put our patients and their families first and always going the extra mile to provide first class care.
3. To play an integral part within the multidisciplinary team and to have strong working relationships with other healthcare providers.
4. To work within the policy framework of the hospice supporting the team in ensuring that the aims and objectives are met.
5. To carry out clinical, managerial and educational duties in accordance with the hospice policy, procedures and standards and the NMC code.

Key Responsibilities

Clinical

1. Responsible for the provision of high standards of patient care.
2. Work as a core part of the nursing team, demonstrating required standards of care and leadership in practice to newly recruited staff and delegating this element of the role appropriately to senior colleagues.
3. Ensure care is of the highest standard, is evidence based and significant advances are implemented early following identification and discussion through clinical meetings.
4. Promote an active culture of reflection in action.

Leadership and Management

1. Ensure adequate staffing and skill mix on the in-patient unit at all times, ensuring risks are mitigated and communicated.
2. Act as a professional nurse leader and role model to the team by applying clinical skills of the highest standard and taking a proactive approach to the development of clinical and managerial competence in self and others.
3. Ensure satisfactory channels of communication are maintained promoting an open and honest culture amongst all disciplines.
4. Responsible for formally appraising senior nursing staff and formulating a development plan beneficial to the needs of the unit and the individual.
5. Promote the multi-disciplinary team approach in all aspects of patient and family care.
6. Management of services in line with organisational and department policy and budget.
7. Facilitate regular staff meetings and attend other management meetings as required.
8. Follow professional guidelines for the code of professional conduct and ensure staff adhere to the same principles and organisational policies.

Clinical Governance and Quality

1. Ensure the equality, diversity and rights of patients are promoted and maintained in all areas of clinical care.
2. Ensure clinical risk is managed to as low a level as is reasonable and practicable.
3. Promote a culture of continuous learning and improvement, using clinical incident reports to improve working practices and patient care.

Flexibility

This job description is an outline of the role and the function. It is not intended to describe all specific tasks and therefore is subject to change following consultation with the post-holder.

PERSON SPECIFICATION

We want our Ward Manager to be able to:

- Demonstrate an interest in specialist palliative care.
- Display a kind, empathetic and person-centred approach
- Be an effective communicator who is able to confidently engage people at all levels.
- Use their own initiative.
- Work well under pressure.
- Work as a team player.
- Provide innovative solutions.
- Maintain strict confidentiality.

Professionally, we want our Ward Manager to:

- Be a first level Adult Registered Nurse
- Have evidence of professional development

Ideally have:

- A relevant qualification in Palliative Care
- A Management or Leadership qualification
- A post-graduate qualification or equivalent experience in Palliative Care