

***Leading Care:  
Supporting Learning and Development  
for the role of Newly Appointed Ward  
Sister/Charge Nurse***  
**ORIENTATION TEMPLATE**

## SUGGESTED ORIENTATION TEMPLATE

STAFF NAME
MANAGER
WARD SISTER/CHARGE NURSE MENTOR
DATE COMMENCED
DATE OF COMPLETION
POST LOCATION
DATE OF KSF FOUNDATION GATEWAY
Summary of Previous Experience

## Safe & Effective Practice

### Professional, Ethical & Legal

	Date completed	Manager initials	Ward sister/charge nurse initials
Discussion around NMC code of conduct and role clarification			
Explanation of job Description			
Management structure			
Authorisation framework			
Role of the department in the organisation			
Discussion on Trust Mission Statement			
Role of the ward sister/charge nurse in relation to implementing Trust policies			
Trust mandatory study requirements			

### Evidence based Practice

<b>Environment</b>			
Tour of unit and other departments			
Discussion on local fire safety instructions			
Role of the ward sister/charge nurse in fire evacuation preparations			
Discussion on the ward sister/charge nurse role in achieving environmental cleanliness standards			
Introduction to the Ward Sisters Charter			
Discussion on the Trust Infection Prevention and Control policy			
Discussion on the Trust Escalation Policy			
<b>Multi-professional working</b>			
Role of the ward sister/charge nurse in enhancing multi professional working			

## Enhancing the Patient Experience

### Patient Centred Care

	Date Completed	Managers Initials	Ward sister/charge nurses Initials
Discussion on the development and review of care plans/ pathways			
Discussion on ward sister/charge nurse responsibility to ensure staff compliance in completion of care bundle audits			
Discuss the role of the ward sister/charge nurse in acting on audit results			
Discussion on Trust Major Incident policy and local responsibilities			
Role of the ward sister/charge nurse in preparation for a major incident			
Discussion on the role of the ward sister/charge nurse in managing actual and potential risks in the department			

### Co-ordination of Patient journey

Role of the ward sister/charge nurse in co coordinating patient flow within the department/hospital			
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## Leadership and Management

### Role Model

	Date completed	Managers initials	Ward managers initials
Role of the ward sister/charge nurse in ensuring Work Life Balance for all team members			
Introduction to the role of Occupational Health Department			
Management referrals to Occupational Health			
Introduction to KSF dimensions for staff in post			

### Managing the Practice Setting

Discussion on the responsibility of the ward sister/charge nurse in relation to implementation of Trust Health and Safety at work policy eg ***			
Manual handling			
COSHH			
Waste disposal			
Sharps injury pathway			
Zero Tolerance of abuse to staff			
Incident/ Accident reporting			
Medical Devices			
Disciplinary policy			
Managing absenteeism			
Ward sister/charge nurses role in relation to Budget Management and Resources management.			

### Delivery of organisational objectives

#### Continuous quality improvement.

#### Service improvement, development and modernisation.

	Date completed	Managers initials	Ward managers initials
Discussion on Corporate management plan			
Discussion on ward sister/charge nurses role in service development			
Discussion on clinical supervision responsibilities for self and staff			
Management of complaints at local and corporate level			
Discussion on audits carried out by outside agencies			

#### Workforce planning

	Date completed	Managers initials	Ward manager initials
Introduction to skill mix of staff in the department			
Discussion on management of staff resources to ensure safe environment			
Introduction to recruitment process in relation to ward sister/charge nurse role			

This orientation is not exhaustive, for example in areas of midwifery or mental health management the inclusion of the statutory supervision of midwifery practice and mental health legislation respectfully, need to be taken into consideration.



For further Information, please contact

**NIPEC**

Centre House  
79 Chichester Street  
BELFAST, BT1 4JE

**Tel:** 028 9023 8152

**Fax:** 028 9033 3298

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