

JOB DESCRIPTION

1. General Information

JOB TITLE:	Senior Staff Nurse
GRADE:	Band 6
HOURS:	37.5 hours per week
RESPONSIBLE TO:	Sister/Charge Nurse
ACCOUNTABLE TO:	Matron

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

2. Job Summary

The post holder will be responsible for the assessment, planning and provision of specialist nursing advice and carries out specialist nursing procedures. The post holder will provide clinical supervision to other staff, students and may undertake research, lead clinical audits in own specialist area. Ensuring the safety and well being of services users, and always working in a manner that promotes dignity and human rights through the adoption of person centered care principles.

3. Key Relationships

Matron, Head of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse

Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

4. Duties and Responsibilities

4.1 Clinical and Patient Care

- Independently manage a group of patients within the specialty whilst working as part of the multidisciplinary team, delivering individualised and personalised direct patient care
- Demonstrate appropriate practice and specialist advice in the assessment, planning, implementation and evaluation of patient care. This includes history taking, physical examination and the requesting of agreed diagnostic procedures/clinical investigations.
- Responsible for the correct administration of prescribed medication including transfusion of blood and blood products
- Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action and to lead others to do the same.
- Act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- Ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- To provide leadership, support and guidance to staff in monitoring the planning delivery and evaluation of individualised care.
- Is wholly accountable for his / her practice in line with the NMC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Ensure safe and effective care for complex patients requiring advance clinical skills and responsible for carrying out specialist nursing procedures to area.
- To be responsible, for maintaining a safe environment for patients, visitors and other staff within the clinical environment.
- Ensure that sensitive patient records are stored appropriately.

- Ensures the cultural and spiritual needs of patients are recognised and accommodated within resources available.
- Support and enable patients and carers to make informed decisions relating to their treatment and management.
- Participate in case conferences in relation to the management of patients, ensuring the coordination of ongoing care.
- Ensure staff take precautions to minimise the risk of cross infection in relation to the safe disposal of body fluids (including blood).
- A key member of the multidisciplinary team in supporting patients and their carers during the delivery of bad news such as caring for the terminally ill patients and the event of death.
- Assess educational and information needs for patients and families, and devise plans to ensure need are met.
- To be an effective communicator with patients/carers/families regarding disease treatment and management.
- Promote high quality clinical care, and assist in the development of the specialist service, through the use of evidence based practice and clinical standards
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review.

4.2 Quality

- Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust
- Lead on and participate in key developments relating to the specialty so that high quality patient focused services are promoted.
- Enhance the interface between staff, patients, community staff and visitors
- Develop and utilise information systems to aid regular audit of the clinical role and to provide a quarterly incidence report for the Health Authority and an annual activity analysis and speciality report.
- Attend and participate in multi-professional team meetings.
- Set, monitor and review standards of care on a regular basis and initiate corrective action plans

- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Sister/Charge Nurse for the area.

4.3 Education and Leadership

- Ensure that the learning environment and specialist training is appropriate for both pre and post registration learners and participate in the development of appropriate programmes
- Contribute in the Trust's clinical supervision programme for staff
- Identify and raise awareness of the educational needs of patients and carers and implement appropriate education programmes
- Support and participate in education and training programmes and develop training packages as required.
- To assist the Sister/Charge Nurse in developing a culture that is challenging, stimulating, rewarding and supportive.
- Actively participating in the selection, training, and supervision of the NVQ Clinical Support Workers and ensure that all staff are aware of the assessment process.
- Assess the need for, plan and implement suitable staff development programmes for nursing staff within clinical area to ensure the effective care of all patients.
- Assist the Sister/Charge nurse to ensure that all students and newly appointed staff have identified mentors/preceptors.
- To act as mentor/assessor to unqualified staff and to provide education, advice and support to a team of nurses.
- Ensuring within mentorship that student nurses and post-registration students allocated to the area are given appropriate teaching, support and guidance, in accordance with clinical area/personal objectives and that all documentation is complete.
- Contribute and assist the Sister/Charge Nurse to foster a learning environment within the clinical area.
- To participate in education on a national and international level by attending, presenting at, and/or assisting in the coordination of study days/seminars/conferences etc.
- Be aware of the local equipment training programme for staff in relation to the Clinical Negligence Scheme for Trusts and maintain training records.

4.4 Research and Development

- Promote and undertake nursing research updating own knowledge to promote excellence in clinical practice.
- Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.
- Participate in and be aware of other clinical research trials for patients
- Participate and contribute to audit and research within the specialty in collaboration with colleagues.

4.5 Management and Leadership

- Provide a leadership role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.
- Develop the role according to patients changing needs and research findings, within the resources available.
- Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to.
- Organise own work and manage own caseload and practice, identifying and maintaining supportive networks for self and other staff members.
- To be fully aware of the targets set out in the NHS Plan and Corporate & Directorates objectives and in conjunction with the multi-professional team use the available resources to meet these targets.
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.
- In co-ordinating the day-to-day management of the clinical area, delegates duties and care appropriately whilst maintaining overall responsibility.
- Ensures that staffing and skill mix is maintained, at all times, to a level that does not compromise patient safety.
- Responsible for the assessment and subsequent ordering of bank and agency staff within the clinical area including being an authorised signatory for temporary staff
- To be involved in the development, assessment and implementation of guidelines, protocols and pathways.
- To deputise for the Sister/Charge Nurse in their absence

4.6 Compliance and Governance

- Take an active role in risk assessment, supporting implementation of strategies to minimise risk. Ensuring incidents and near misses are reported, through promoting a no blame culture.
- Ensure all staff act in accordance with Local, Hospital and Statutory Guidelines & Policies including Health and Safety initiatives.
- Will be familiar with the Health and Safety at Works Act, and be aware of its implications and ensure that local unit and departmental policies are followed.
- Will work in accordance with Corporate Objectives and ensure that all staff are aware.
- Will ensure that the Hospital's policy is understood and carried out with regard to the care and custody of drugs/medications, especially with regard to those covered by the Control of Drugs Act.
- Will be familiar with the ward's fire, manual handling and C.O.S.H.H. policies and ensure that all nurses in the ward are aware of the policies to minimise risks to patients and staff.
- Will be fully conversant with the trust major incident plan, and ensure that all nurses on the ward understand the procedure.
- Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk.

4.7 Communication

- To create an environment that fosters good communication between patient and health care professionals, that meets individual's needs.
- Be an effective communicator and be a role model in liaising with the community and other members of the health care team.
- Provide support mechanisms for sharing good practice within the Ward/Department and Trust wide.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with

the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

LN April 2013

Updated MG Sept 2015

PERSON SPECIFICATION

Senior Staff Nurse – Band 6

Requirements

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Qualifications/ Education	<p>BSC/1st degree (health related) or equivalent qualification/training and experience</p> <p>Evidence of professional/clinical knowledge in area supplemented by specialist clinical, managerial training and CPD</p> <p>Mentorship/Teaching Qualification</p> <p>Post registration qualification in or demonstrate relevant experience and competence (appropriate area of speciality)</p>		<p>Leadership qualification (e.g. LEO)</p> <p>Sign off Mentorship</p>	
Professional/ Statutory Registration	<p>RN1/ RN2/ RN12 or RN Child Registered Nurse on the NMC register. To hold the appropriate level for the area of speciality.</p>			
Previous experience	<p>Previous post registration experience within the relevant specialty</p> <p>Experienced and competent in the management of patients within the speciality</p> <p>Experience of teaching/assessing/ supervising others in a clinical setting.</p> <p>Supervision of junior staff</p> <p>Experiencing of co-ordinating a shift</p>			

Skills/Knowledge/ Ability	<p>Demonstrates specialist expertise underpinned by theory acquired through CPD</p> <p>Up to date knowledge of current clinical and professional issues. Knowledge of evidence based practice.</p> <p>Ability to assess, plan, implement and evaluate specialist care delivered to patients/clients and give relevant advice/information to patients and relatives.</p> <p>In depth drugs knowledge</p> <p>Ability to administer prescribed medication including transfusion of blood and blood products</p> <p>Evidence of involvement and leadership in teaching and mentoring learners</p> <p>An understanding of audit and research based nursing practice.</p> <p>An understanding of resource management</p> <p>Good communication skills and ability to deal with sensitive information. To include dealing with distressed relatives, care of terminally ill & other challenging situations</p> <p>Demonstrates ability to influence and negotiate with others. Ability to organise and plan own time and that of junior staff and learners.</p> <p>Demonstrate an awareness of clinical governance and risk management and how this</p>		<p>Microsoft Word / Excel skills</p>	

	<p>effects their role and the department</p> <p>You will be able decide how best to achieve expected results, whilst acting within clearly defined policies/ procedures and codes of conduct.</p>			
Additional Information	Able and willing to work flexible shift patterns, internal rotation to day and night duty and unsocial hours, according to service needs			

November 2011\CE August 2012