Senior

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Registered Nurse |
| **Reports to** | Clinical Nurse Manager |
| **Band** | Band 6 |
| **Department/Directorate** | Medicine Care Group |

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| **JOB PURPOSE** |
| The post holder is responsible for overseeing the delivery of care and the assessment, development, implementation and evaluation of individual programs of care.  To take delegated responsibility in a given shift for provision of care/service in the Tiverton Endoscopy Unit. The post holder will be expected to take charge or deputise regularly in the absence of their Line Manager.  To provide on-going professional and clinical leadership to the care team and deliver evidence-based care as part of the wider multidisciplinary team.  The post holder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice, without direct supervision.  The post holder will demonstrate continuing professional development that reflects individual needs, the needs of the team and the needs of the organisation. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Provide services within the boundaries of own clinical competence.  To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiser.  To provide appropriate written information for patients, relatives and hospital staff covering relevant condition and its treatment.  Under the direction of their Line Manager they are responsible for assisting in the management of the Tiverton Endoscopy Unit’s budget.  Authorised signatory for elements of the budget, as agreed and authorised by their Line Manager.  Responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs).  Responsible for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs.  In the absence of and as delegated by their Line Manager, may be required to authorise timesheets. |
| **KEY WORKING RELATIONSHIPS** |
| Participate in the recruitment, induction and development and review of junior members of staff.  Encourage rotation of trained and untrained staff within the service / ward / unit / department.  In conjunction with their Line Manager assist in the review of manpower resources within the Tiverton Endoscopy Unit, helping to assess workload and identify changing skill mix as required.  To create challenge and motivate the team.  Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from their Line Manager and HR Department.  Identify staff who do not perform well and develop an action plan, with the appropriate training support, within a set time scale for review of progress.  The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Clinical Matron * Ward Manager * Associate Director of Nursing * Ward Team * Lead clinicians * Consultants * Other Ward Managers | * Patients & relatives * Community Teams * Care Homes * GP’s * Other hospitals | |  |  | |  |  | |  |  | |

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| **FREEDOM TO ACT** |
| To work within the nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy.  Be professionally accountable for all aspects of own work, including the management of patients in your care.    To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy. |

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| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.  To communicate effectively between departments and Trusts to ensure patients journey is seamless.  To work in partnership with nurses and other health professionals to address people’s health needs through planning and delivering interventions which are based on best practice and clinical judgement |

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| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustment.  Plan & organise day-to-day service provision. |

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| **PATIENT/CLIENT CARE** |
| To support patients in meeting their own health and wellbeing through providing expert information, advice and support.  To provide emotional, psychological and practical support to the patient and their family/carer throughout their time in the Endoscopy Unit and to facilitate communication between patients, families and professionals.  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required. |
| **POLICY/SERVICE DEVELOPMENT** |
| To support the development of specialist nurse led care where appropriate, in line with National guidance.  To supervise/instruct unqualified members of the nursing team as appropriate.  To act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required.  To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.  To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report.  Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards.  To participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.  To employ effective decision-making skills to address complex issues and use effective change management skills to implement these.  To use effective prioritisation, problem solving and delegation skills to manage time effectively. |

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| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a personal duty of care in relation to equipment and resources.  The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner. |
| **HUMAN RESOURCES** |
| Day to day supervision of the staff working in the Tiverton Endoscopy Unit.  To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  To provide specialist input to post-registration courses and professional development programmes as required by the organisation.  To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others. |
| **INFORMATION RESOURCES** |
| To document all patient contacts and maintain patients records as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service.  The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations. |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice.  To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role with assessments, administering intravenous and oral medication, cannulation, and taking blood. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical nursing skills.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with use of a VDU for periods of time. |
| **MENTAL EFFORT** |
| The work pattern is unpredictable and subject to frequent interruption.  Actively participate in strategic service planning & development. |
| **EMOTIONAL EFFORT** |
| Work with patients in the aftermath of potential bad news.  Work with patients with mental health problems or occasional challenging behaviour.  The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.  Ability to adapt to an unpredictable workload. |

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| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting.  Occasional aggressive behaviour when dealing with face to face complaints.  Regular use of VDU. |

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| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  Contribute to and work within a safe working environment.  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Senior Registered Nurse Band 6 |

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| **Requirements** |  |  |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Post-registration qualification in relevant specialist nursing or equivalent experience  Advanced communication course, or willing to participate in training    Degree in relevant discipline or working toward  Competent in the physical examination of patients including assessment, history taking, venepuncture and cannulation  Formal qualification in non-medical prescribing or willing to work towards | E  E  E  E | D  D |
| **KNOWLEDGE/SKILLS**  Demonstrable nursing experience in the acute setting.    Demonstrable experience in care of patients with relevant Diagnosis.  Experience of managing service provision and the supervision and managing of staff  Ability to represent the department at meetings of internal, local, regional and national bodies and institutions  Competent in the delivery of medications both orally and IV | E  E  E  E | D |
| **EXPERIENCE**  Able to manage and conduct nurse-led clinics  Counselling skills  IT competence in the usual applications – database, spread sheet and presentation software etc  Confident in delivering presentations and experience of public speaking | E  E | D  D |
| **PERSONAL ATTRIBUTES**  Good interpersonal skills,  Good communication skills,  Ability to be empathetic,  Ability to handle difficult or emotional situations,  Excellent organisational skills  Motivation  Ability to adapt and change to meet the needs of the service  Able to work as a team member | E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  | x |
| Contact with patients | Y/N |  |  |  | x |
| Exposure Prone Procedures | Y/N |  |  |  | x |
| Blood/body fluids | Y/N |  |  |  | x |
| Laboratory specimens | Y/N |  |  |  | x |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N | nx |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | x |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | x |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | x |  |  |  |
| Noise (over 80dBA) | Y/N | x |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | x |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | x |
| Heavy manual handling (>10kg) | Y/N |  |  | x |  |
| Driving | Y/N | x |  |  |  |
| Food handling | Y/N |  |  |  | x |
| Night working | Y/N |  |  |  | x |
| Electrical work | Y/N | x |  |  |  |
| Physical Effort | Y/N |  |  |  | x |
| Mental Effort | Y/N |  |  |  | x |
| Emotional Effort | Y/N |  |  |  | x |
| Working in isolation | Y/N | x |  |  |  |
| Challenging behaviour | Y/N |  |  |  | x |