

JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Senior Staff Nurse  |
| **Reports to**  | Ward Manager  |
| **Band**  | Band 6  |
| **Department/Directorate**  | Capener ward - Medicine division  |

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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. 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 organiserTo co-ordinate the care throughout the patient’s pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up careTo provide appropriate written information for patients, relatives and hospital staff covering relevant condition, its treatment.Under the direction of their Line Manager they are responsible for assisting in the management of the Service / Ward /Unit / Department budgetAuthorised signatory for elements of the budget, as agreed and authorised by their Line ManagerResponsible 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 SFIsIn 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 practice area, 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:

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| **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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| **ORGANISATIONAL CHART**  |
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| **FREEDOM TO ACT**  |
| The post holder will work autonomously to ensure the safe staffing and delivery of patient care on the ward. The post holder will Identify, assess and develop plans for minimising clinical risk; ensure compliance with Health and Safety policies; ensure all staff have access to clinical supervision as a means of reflecting on significant events and improving standards of care and decision making;The post holder will monitor incident reports, ensuring any necessary action is taken, ensuring robust mechanisms are in place to achieve corrective action and share appropriate learning;Investigate and act on formal complaints, including prompt handling of poor performance;Promote and participate in Clinical Audit to develop and establish standards across the ward. |
| **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 adjustmentPlan patients care, managing an individual caseload of complex patients effectively and efficiently.To co-ordinate the management of outpatients presenting with symptoms of their disease or family history.To receive direct referrals within the speciality and to provide assessment of patient’s needsTo work with the CNS to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient settingPlan & 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 supportTo assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionalsTo recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required To support the development of care pathways for patients with relevant specialist conditions |
| **POLICY/SERVICE DEVELOPMENT**  |
| * At all times ensures own and others practice in line with the NMC / HPC Code of Professional Practice and abide by the legal and statutory rules relating to practice
* Patients interests and rights are respected and acts as an advocate on behalf of patients at all times
* The privacy and dignity of the patient is respected
* High standards are achieved and maintained
* Through working in partnership with patients ensure they are the focus of effective care
* The role of other persons delivering health care is recognised and respected
* Public trust and confidence is not jeopardised
* Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service
* Maintain an up-to-date Personal Development Plan
* Promote and support innovative and evidence based practice and shares knowledge and expertise with colleagues
* Demonstrate critical reflection skills and the learning gained from experience
* Participate in, and promote clinical supervision
* Contribute to service and practice development initiatives within the clinical setting
* Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust
* Carry out other duties as may be required and which are consistent with the responsibilities of the post
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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 Support NurseTo 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 To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carersTo support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with relevant disease are able to deliver the highest standards of care |
| **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 serviceThe 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 practiceTo 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, providing a supporting role.The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time |
| **MENTAL EFFORT** |
| The work pattern is unpredictable and subject to frequent interruption.Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptomsActively participate in strategic service planning & development The post holder will require resilience to deliver specialist nursing care in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people.  |
| **EMOTIONAL EFFORT** |
| Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basisWork with patients in the aftermath of bad news.Work with patients with mental health problems or occasional challenging behaviour.Talk to relatives following a death.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.Frequent exposure to distressing or emotional circumstances |

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| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical settingOccasional 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 HandlingContribute 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 infectionAs 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.
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| **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.
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| **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. Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.T*his is*  |

PERSON SPECIFICATION

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| **Job Title** | Senior staff nurse Band 6 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** NMC Registered Nurse at Level 1/2/Registered Operating Department PractitionerA Degree or diploma post registration qualification or equivalent experience.Evidence of Continuous Professional Development Experience of clinical team leadershipEvidence of Post-Graduate Study or equivalent experience**plus** Will require a specific specialty qualification/equivalent experience related to postWillingness to undertake Managerial qualificationMentorship qualification or willingness to work towards within 18 months of commencement of post | E E E  EEEE |  D |
| **KNOWLEDGE/SKILLS**Proven experience working as a Band 5 Can demonstrate team leadership experienceCan demonstrate a specific interest in area of workGood Leadership SkillsGood organisational / time management skillsAbility to record and deal with accurate facts, figures and information Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines and ensure other team members complyClear written and verbal communication at all levelsAbility to problem solveAbility to support unregistered staff / studentsAbility to identify and manage riskAbility to prioritise work and delegateFlexible to change in demands of the serviceWillingness to acquire new skillsWillingness to maintain skills via the skills passport and to ensure other team members maintain their skillsWillingness to lead and assist with change projectsComputer literate – to a minimum of Core B standardBudget management and reporting as delegatedUnderstanding of individual and corporate responsibilities towards Health & SafetyAn understanding of health policy, national priority and the relevant professional bodies agendaThe application of clinical governance in practiceWell-developed interpersonal skills | EEEEEEEEEEEEEEEEEEEEE |  |
| **Physical Skills and effort** Constant standing / walkingAssists patients with walking/sitting and other activities of daily livingAbility to undertake manual handling and Movement tasksPrepared to work variable shift patternsManual dexterity e.g. Venepuncture and cannulation skills, handling of instrumentation and use of equipment | EEEEE |  |
| **Emotional effort** Ability to think clearly under pressureProvides appropriate emotional support to colleagues, patients and carers.Provides leadership and support to junior members of the teamAbility to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic diseaseAbility to explain condition and related interventions to patients / carersAbility to deal with patients, carers, families or staff who may be distressed, upset or angry | EEEEEE |  |
| **Mental effort** Concentration undertaking complex proceduresAbility to accurately monitor and record the patient’s clinical status, recognising changes in condition and report those changes to the appropriate personRegular interruptions to daily tasksRegularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff | EEEE |  |
| **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.  | EE |  |

Complete the table below as appropriate

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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 |  |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
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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 |  |  |  |  |
| 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 |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  |  |
| Heavy manual handling (>10kg) | Y/N |  |  |  |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  |  |  |  |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort  | Y/N |  |  |  |  |
| Mental Effort  | Y/N |  |  |  |  |
| Emotional Effort  | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  |  |  |