

JOB DESCRIPTION

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

|  |
| --- |
| **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.  Under the direction of their Line Manager they are responsible for assisting in the management of the Service / Ward /Unit / Department 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 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 |

|  |
| --- |
| **ORGANISATIONAL CHART** |
| |  | | --- | | Management/Leadership of Band 5 Nurses, Qualified Operating Department Practitioners, Healthcare Assistants, Nursing Auxiliaries and other Healthcare Learners  Service / Unit/ Department / Line Manager  Senior Nurse/Head of Service  **Band 6** | |  | |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| • Line Manager  • Senior Nurse / Senior ODP  • Directorate Management Team  • Own and other Units / Wards / Departments Teams  • Multidisciplinary Team  • Other Trust / PCT departments e.g. Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and Sodexho  • Patients  • Carers / Families  • 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 |
| **PATIENT/CLIENT CARE** |
| • Continually evaluate effectiveness of patient teaching as appropriate and take necessary action to achieve objectives and the changing needs of the patient  • Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered  • Monitor, maintain and regularly review acceptable standards of care in conjunction with other members of the multidisciplinary team  • Responsible for carrying out all forms of care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures  • As part of the multidisciplinary team initiate and coordinate discharge planning in a timely manner to ensure continuity of care for patients and that all necessary follow-up arrangements have been made  • Administer medications as prescribed and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines  • Ensure controls assurance is in place regarding ordering and stocks of drugs, dressings and supplies  • Ensure the maintenance of accurate clinical observations of patient condition  • Formally review and evaluate the significance of data relating to patient’s condition and change is interpreted and acted on in a timely way  • Evaluate the effectiveness of interventions and updates care plans to take account of any changing needs of the patient  • Ensure leadership in planning discharge of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process  • Review and evaluate safe practice of self and team in minimising the risk of infection to patients and staff in accordance with national and Trust Policy  • Contribute to Health Promotion and raising health awareness with patients and relatives  • Assess the learning needs of individual patients and/ or relatives  • Ensure an understanding of caring for and the protection of vulnerable people  • Responsible for involving patients and their families / carers as appropriate during the planning and delivery of care to ensure that they understand and agree with the program of care  • Instruct and demonstrate procedures to patients and/or relatives/carers / staff as appropriate |
| **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 |
| **LEADERSHIP / MANAGING CARE** |
| • Ensure that all clinical procedures are carried out in accordance with the Trust’s policies, acting as a role model for good practice within the professional team  • Contribute to the effective and efficient use of Trust resources  • Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line / Senior Nurse or Practitioner Manager  • May deputise for the Line Manager in his / her absence and hold the unit bleep, as required  • May act as deputy for the Senior Nurse Manager/Senior ODP, as necessary  • Supervise the delivery of care to maintain agreed standards  • Lead, promote and contribute to the philosophy of Essence of Care  • Formally monitor quality of care for area of responsibility and identify how current practice can be improved  • Formally review and evaluate the effectiveness of clinical care for areas of responsibility for the shift and deliver clear, concise records and handovers.  • In conjunction with the Line Manager develop and implement an appropriate service area / unit / departmental strategy and philosophy which is reviewed on a regular basis  • Lead new approaches to nursing/clinical care within the service / unit / ward /department, including changes in advanced practice  • Participate in nursing / clinical, audit and directorate meetings as appropriate  • Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service  • Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved  • Be fully conversant with all policies and procedures, including Major Accident/Incident, Resuscitation, Fire and Health and Safety and act within them  • As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and acting utilising the relevant Trust procedures  • Work collaboratively in relation to patient flow issues  • Manage own and team time effectively and respond to unexpected demands in a professional manner  • Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies  • Contributes to the safe use, checking, maintenance and storage of equipment |
| **RESEARCH AND DEVELOPMENT** |
| * Ensure the development and delivery of the induction program for junior members of staff * Assist in the supervision, support, training and assessment of non-registered workers completing NVQ’s and other forms of appropriate qualification. * Take the lead responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision * Undertake preceptorship, mentorship and supervise junior qualified staff * Assist in the teaching of junior staff and learners in clinical practice, acting as a link/mentor for named learners as required * Utilise educational opportunities to facilitate learning in the clinical situation * Act formally as a mentor and ensure that other trained staff maintain their competency in the provision of this role for others * 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 Service / Ward / Unit / Department training matrix and encourage staff to actively engage in identifying personal training needs which are in line with the needs of the service. Assist staff to identify how these needs may be addressed * Learn and develop new skills associated with the role * Attend mandatory training relevant to post as specified by the Trust * Initiate and participate in the audit process and professional and managerial projects as / when required * Promote and support innovative and research based practice ensuring the development of accountability in all areas of practice * Help maintain a register of recent literature searches undertaken in the discipline / directorate   Identify and participate in research work applicable to the service / ward / unit as required |
| **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.  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

|  |  |
| --- | --- |
| **Job Title** |  |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NMC Registered Nurse at Level 1/2/Registered Operating Department Practitioner  Evidence of Continuous Professional Development (CPD) at degree level  **plus**  Will require a specific specialty qualification/equivalent experience related to post  Willingness to undertake Managerial qualification  Mentorship qualification or willingness to work towards within 18 months of commencement of post  Evidence of a post-graduate degree or equivalent experience | E  E  E  E  E | D |
| **KNOWLEDGE/SKILLS**  Proven experience working as a Band 5  Can demonstrate team leadership experience  Can demonstrate a specific interest in area of work  Good Leadership Skills  Good organisational / time management skills  Ability 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 comply  Clear written and verbal communication at all levels  Ability to problem solve  Ability to support unregistered staff / students  Ability to identify and manage risk  Ability to prioritise work and delegate  Flexible to change in demands of the service  Willingness to acquire new skills  Willingness to maintain skills via the skills passport and to ensure other team members maintain their skills  Willingness to lead and assist with change projects  Computer literate – to a minimum of Core B standard  Budget management and reporting as delegated  Understanding of individual and corporate responsibilities towards Health & Safety  An understanding of health policy, national priority and the relevant professional bodies agenda  The application of clinical governance in practice  Well-developed interpersonal skills | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E |  |
| **Physical Skills and effort**  Constant standing / walking  Assists patients with walking/sitting and other activities of daily living  Ability to undertake manual handling and Movement tasks  Prepared to work variable shift patterns  Manual dexterity e.g. Venepuncture and cannulation skills, handling of instrumentation and use of equipment | E  E  E  E  E |  |
| **Emotional effort**  Ability to think clearly under pressure  Provides appropriate emotional support to colleagues, patients and carers.  Provides leadership and support to junior members of the team  Ability to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic disease  Ability to explain condition and related interventions to patients / carers  Ability to deal with patients, carers, families or staff who may be distressed, upset or angry | E  E  E  E  E  E |  |
| **Mental effort**  Concentration undertaking complex procedures  Ability to accurately monitor and record the patient’s clinical status, recognising changes in condition and report those changes to the appropriate person  Regular interruptions to daily tasks  Regularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff | 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 |  |

Complete the table below as appropriate

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