

Emergency Directorate

Job Description

Job Title: Senior Staff Nurse

Band: 6

Hours of Work (p/w): 37.5

Service Centre/Directorate: Emergency Department

Base: St George's Hospital

Accountable to: Head of nursing/Matron ED

Reports to: Team Leaders

Responsible for: Junior and unregistered members of nursing staff

Key working relationships: Multidisciplinary Team

Role of the Department: Unscheduled and Emergency care

Job Summary: To support and deputise for the ED Nurse in Charge / Team Leader with the objective of providing high quality nursing care ensuring effective management of staff and resources. To carry out day to day management and co-ordination of the department. To participate in the support and professional development of all staff.

Trust Vision & Values:

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

We are a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

Main Duties/Key Results Areas:

1. **CLINICAL PROFESSIONAL**
 - 1.1 Ensuring nursing care is assessed, planned, implemented and evaluated.
 - 1.2 To provide leadership for the nursing team to ensure a high standard of patient care providing supervision and support as appropriate.

- 1.3 To ensure nursing procedures are carried out in accordance with St George's Healthcare policy including taking appropriate actions in emergency situations.
- 1.4 In conjunction with senior colleagues, be responsible for setting, monitoring and maintaining high standards of care within the multi-disciplinary team.
- 1.5 Maintaining personal contact with patients, relatives and carers; being sensitive to their needs for courtesy, dignity and privacy and act as an effective role model ensuring a friendly environment at all times.
- 1.6 Managing areas of the department, managing the department deputising for the team leader. Co-ordinating the nursing team and delegating duties appropriately; notifying / documenting problems and incidents as appropriate.
- 1.7 Maintaining accurate and up to date nursing documentation and ensuring that confidentiality is respected.
- 1.8 Storing, checking and administering drugs in accordance with Trust policy.
- 1.9 To work with minimal supervision in all areas of the emergency department.
- 1.10 To use assessment skills to direct patients to appropriate care providers and areas of the department suitable to their needs.
- 1.11 To use advanced skills such as suturing, PGD's to provide a seamless experience through the department.
- 1.12 Communicating and assisting medical staff to promote excellence in care using a multi-disciplinary approach.
- 1.13 To contribute to the local resolution, investigation and follow up action of any informal or formal complaints, taking the lead in the absence of the Sister/Charge Nurse.
- 1.14 To prioritise own work and that of others to ensure the department is managed effectively.

2. MANAGERIAL

- 2.1 Co-ordinating the admission / reception of new patients and arranging care of their property in accordance with Trust policy.
- 2.2 Liaise with senior management team to co-ordinate the allocation of in patient beds.
- 2.3 Communicating and co-operating with other wards and departments giving accurate information as required, particularly with regard to notification of incidents and accidents to staff, patients and visitors.
- 2.4 Maintaining and monitoring a safe and clean environment within the clinical area in accordance with the Trust's Health & Safety policy.
- 2.5 Representing the department at meetings and actively participating in projects relevant to the specialty e.g. audit, research.

- 2.6 Maintaining and monitoring adequate stock levels and ensuring economic use of resources within budgetary constraints.
- 2.7 Ensure that all nursing staff, including temporary staff, are familiar with and work in accordance with the Trust's Fire, Health & Safety and Security policies and other Trust and ward policies.
- 2.8 Ensure the appropriate / safe skill mix for the shift and following shifts where appropriate.
- 2.9 To take appropriate action to address unexpected changes in staffing levels and skill mix.
- 2.10 To be familiar with PAS, Symphony and any other computerized system integral with the running of the department.
- 2.11 To contribute to achieving the goals of the Service Delivery Unit and the Trust's nursing strategy.
- 2.12 To be an active team player and provide direction and leadership to the team when required.
- 2.13 To actively contribute to Clinical Governance and achieving the goals of the Service Delivery Unit and the Nursing Strategy.
- 2.14 To take appropriate action to address unexpected changes and situations, informing the on call Senior Nurse or Manager as necessary
- 2.15 In conjunction with the senior colleagues assist in the recruitment selection and retention of nursing staff

3. EDUCATION AND RESEARCH

- 3.1 In consultation with the Sister/Charge Nurse take a role in the education and assessment of all pre and post registration students in accordance with the University and Trust requirements and NMC.
- 3.2 Undertake the regular performance review of staff, setting clear and achievable objectives appropriate to the grade and role.
- 3.3 Ensure that all nursing staff attend mandatory training and that attendance accurately recorded at department level
- 3.4 To be responsible for own personal and professional development and practice, recognising own limitations and the need for continuing education
- 3.5 In conjunction with senior nursing team initiate, implement and evaluate new ideas and changes in clinical practice.
- 3.6 In conjunction with the Sister/Charge Nurse plan and participate in the orientation of new staff and the development of junior staff.
- 3.7 Promote health education and provide appropriate information and advice to patients and their carers.
- 3.8 Participate in quality initiatives to promote and ensure that nursing care is evidence and research based.

4. GENERAL

- 4.1 To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.
 - 4.1 To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
 - 4.2 To comply with St George's No Smoking Policies.
 - 4.3 To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.
 - 4.4 To be aware of your role and responsibilities in the event of a major incident.
 - 4.5 Ensure continued and effective registration with the NMC
 - 4.6 To promote equal opportunities for staff and patients in accordance with St George's Healthcare and University policies to ensure that no person receives less favourable treatment than another on grounds of sex, race, marital status, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.
 - 4.7 To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.
 - 4.8 To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- 4.9.1 To work in accordance with the Trust's Equal Opportunities policy to eliminate unlawful discrimination in relation to employment and service delivery.
 - 4.9.2 To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
 - 4.9.3 To be trained in and demonstrate fair employment practices, in line with trust policies
 - 4.9.4 To comply with St. George's Healthcare No Smoking Policies.
 - 4.9.5 To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.

St George's Healthcare NHS Trust is an Equal Opportunities employer and operates a No Smoking Policy.

Person Specification

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Band: 6

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> Registered Nurse (general) Core Emergency Nursing Education (Acutely Unwell Adult and Emergency Practice or equivalent.) Practise supervisor Completed RCN level 2 competencies 	<ul style="list-style-type: none"> Advanced studies leading to BSc or evidence of further professional development. Practise assessor 	<p>A, I, P</p> <p>*evidence of successful completion required at interview</p>
Experience	<ul style="list-style-type: none"> Awareness of professional responsibilities Demonstratable post registration experience and within speciality 	<ul style="list-style-type: none"> Evidence of implementing innovation in practice. 	<p>A, I, P</p>
Skills	<ul style="list-style-type: none"> Well developed leadership skills. Flexible. Ability to assess, plan, implement and evaluate patient care according to individual needs. Ability to effectively prioritise and organise own workload and workload of others. Demonstrate good written & verbal communication skills. 	<ul style="list-style-type: none"> Evidence of implementing innovation in practice. 	<p>A, I</p>
Knowledge	<ul style="list-style-type: none"> Demonstrates the application of evidence based practice and knowledge of professional issues. Knowledge of relevant political issues. Commitment to self development and development of others. Ability to create an environment which facilitates learning. 		<p>I</p>
Other	<ul style="list-style-type: none"> Motivated. Enthusiasm for specialty. Reliable. Demonstrates caring and sensitive approach. Adaptable and responsive to changing needs 	<ul style="list-style-type: none"> Understanding of Quality Assurance of Clinical Audit. 	<p>A, I</p>

	<ul style="list-style-type: none"> • Ability to use own initiative. • Ability to deal with stress in self and others. 		
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Key:

I = Interview

A = Application Form

T = Practical Test