

## Job Description

<b>Job Title</b>	<b>SENIOR STAFF NURSE</b>
<b>Band</b>	6
<b>Managerial Reporting Responsibility</b>	Ward/Department Sister/Charge Nurse
<b>Professional Reporting Responsibility</b>	Ward/Department Sister/Charge Nurse
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>▪ The post-holder works as a skilled practitioner and is responsible for the delivery of patient-focused programmes of care, which address the complex and changing health and well-being needs of the client group in his/her clinical area.</li><li>▪ The post-holder ensures the smooth running of the Ward/Department in the absence of the Ward Sister/Charge Nurse, and provides clinical and managerial leadership to nursing and support staff.</li></ul>

## PRINCIPLE RESPONSIBILITIES

### Managerial

1. Support the Ward/Department Sister/Charge Nurse in leading the team to deliver the objectives of the clinical area. In the absence of the Ward/Department Sister/Charge Nurse, be responsible for ensuring that all patients in the given clinical area receive safe, competent nursing care. Lead the team for which he/she is responsible, working flexibly to support other/more junior colleagues on a day-to-day basis.
2. Demonstrate excellent personal communication. Establish and maintain effective two-way communication channels with individuals and groups. Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed.
3. Actively promote excellent team working and interdisciplinary relationships.
4. Allocate work and assess performance of the team members objectively against set criteria/competencies. Work with Ward/Department Manager to ensure that individual Performance Reviews and Personal Development Plans are completed for staff members. Assist with action plans arising from these appraisals as necessary. Provide clear feedback to team members in a way that is conducive to maintaining and improving performance.
5. Work with Ward/Department Manager to effectively manage the allocated financial resources within the allocated budget. Demonstrate understanding of the importance of ensuring effective skill-mix and appropriate caseload management at all times.
6. Assist the Ward/Department managers to maintain high standards of cleanliness in the clinical area and for a well maintained Ward/Department environment.
7. Promote interdisciplinary working, with outcomes aimed at the best interest of patients.
8. Actively promote diversity, including race diversity, both in the delivery of the Directorate's services and in the recruitment, management and development of staff within the clinical area. Assist the Ward/Department Manager to sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
9. Work with Ward/Department Manager, Human Resources and Occupational Health to develop skills related to absence management and recruitment and retention of staff.
10. Work with Ward/Department Manager and Finance to develop skills in clinical and non-clinical budget management.
11. Support the Ward/Department Manager to ensure the clinical area practices within Data Protection/Confidentiality/Caldicott principles.

## **Clinical and Technical**

1. Demonstrate specialist skill and professional knowledge acquired through post-registration academic, clinical, leadership and management development. Work as an excellent role model for professional practice.
2. Practice in accordance with the professional, ethical and legal codes of the Nursing and Midwifery Council, and Trust's protocols and guidelines. Be accountable for own practice and for the delegation of care he/she gives to more junior colleagues, support workers and students.
3. Demonstrate expert ability to assess, plan, implement and evaluate patient care, guiding more junior staff to deliver effective, holistic, person-centred care. Display sound analytical and critical thinking ability in complex and rapidly changing situations.

## **Teaching, Training and Research**

1. Assist in the promotion/development and maintenance of a culture within the clinical environment, which challenges and questions practice and promotes the quality of thinking amongst practitioners. Assist in the effective induction, mentorship and support of new staff and students.
2. Work with Ward/Department Manager to develop effective and appropriate teaching, training and development for patients and colleagues. Contribute to educational and nursing audits and the subsequent implementation of action plans.
3. Actively participate in Clinical Governance to maintain and improve standards of patient care. Work as a role model in placing the patient's experience at the core of service delivery. Assist in the monitoring and audit the quality of care through a range of strategies, including risk management incident reporting, complaints, research and effectiveness monitoring and clinical audit. Ensure own actions promote quality and alert others to quality issues.

## **ROLE RESPONSIBILITIES**

1. Understand the workload targets that have been set for clinical area and demonstrate commitment to their delivery. Ensure that others are alerted to quality issues.
2. Assist in the monitoring and maintenance of the health, safety and security of self and others in work area. Identify and assess risks in work activities and assist in developing strategies to manage these effectively. Ensure team works within risk management/Occupational Health legislation, and Trust procedures.
3. Contribute to the implementation of the development of the service. Be aware of new evidence and research in both general and specialist fields. Work creatively to develop practice and new ways of working, taking the lead in the change management process when appropriate.

4. Develop own skills, taking responsibility for continuing professional development and performance, maintaining own portfolio in accordance with post-registration requirements. Works to achieve competencies appropriate to grade. Is able to identify own development needs in relation to current practice and future plans, setting personal development objectives.
5. In the absence of the Ward/Department Manager, act as a signatory to authorise staffing requests to be considered by Agency Control Group.
6. Act-up for Sister/Charge Nurse as required.

***This job description is not exhaustive and will be subject to periodic review in association with the post-holder.***

**PERSON SPECIFICATION - SENIOR STAFF NURSE**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Qualifications &amp; Training</b>	
Registered Nurse (Pt 1/12) ((RSCN (Pt 8) if appropriate))	NVQ Assessor
ENB 998/Slice, C&G 730, or equivalent	
Evidence of Leadership/Management and Speciality Development	
<b>Experience</b>	
Significant experience of which includes work in post-qualification speciality	Experience of involvement in successful Change Management
Must have recent clinical experience in speciality area	
Experience in mentoring, facilitation, teaching, assessing, coaching	
Experience of Leadership/Management and Speciality Development.	
<b>Communication</b>	
Excellent personal and communication skills	
Demonstrable transformational leadership ability	
Ability to facilitate and support learning in practice	
Good facilitation, presentation, teaching and assessing skills	
<b>Clinical Skills</b>	
Demonstrates ability to place patient and family at centre of care	Demonstrates ability to think laterally, creatively and innovatively to enhance patient care
Excellent clinical skills in speciality	
<b>Team Working</b>	

Demonstrates excellent team-working	
Excellent role model	
Excellent organisational ability	
<b>Clinical Governance</b>	
Experience of benchmarking	Experience of data collection for audit/quality monitoring
Demonstrates a desire to explore new ways of delivering services	Experience of risk assessment
<b>Other</b>	
Motivated and enthusiastic	European Computer Driving Licence (ECDL)
Creative, resourceful and imaginative	
Car driving licence and access to a car	
Some understanding of HR Policies and Procedures	
Knowledge of COSHH procedures and Risk Management	
Good IT Skills	
Cleared by Occupational Health	

## POLICIES AND PROCEDURES

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

### Confidentiality

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

### Equality of Opportunity and Diversity

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

### Fire

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

### Health and Safety at Work Act

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to cooperate with the Trust to ensure that statutory and departmental safety regulations are followed.

### Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

### Smoking Policy

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

### Infection Control

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code, and for clinical staff, aseptic technique.
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.

- iii) Participate in mandatory training and annual updates.