

## Job Description

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<b>Job Title</b>	Senior Staff Nurse
<b>Salary Band</b>	Band 6
<b>Division/Service Line</b>	Adult Community Services
<b>Department</b>	Inpatient Areas

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### Job Overview

On behalf of the Ward Manager, and as the nurse in charge, liaise with members of the multi-professional team both within the department and beyond, to promote effective communication and to ensure high quality care is delivered to the patient both effectively and efficiently.

To be responsible and accountable for the assessment of care needs and the development, implementation and evaluation of programmes of care in the ward setting.

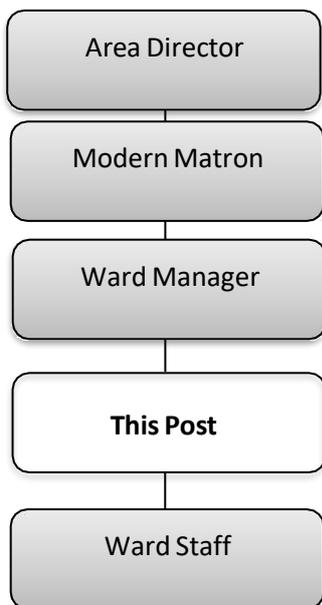
To provide leadership, support and supervision to junior colleagues and to act as a role model in the assessing, planning, implementing, evaluation and delivery of a high standard of individualised care to patients and their carers while on the ward, or when appropriate throughout the hospital.

To deputise for the Ward Manager in their absence.

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**Organisational Chart**



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## Duties and Responsibilities

### *Communication and Working Relationships*

- Demonstrates competence in both written and verbal negotiation skills and the ability to accurately communicate information to patients, their relatives and the multi-professional team both within the department and beyond
- Competently provides and receives complex information through a range of communication methods, verbal, written, telephone communications and e-mail as appropriate, maintaining patient confidentiality and adhering to Caldicott Guidelines
- Communicates daily with patients, relatives and carers to ensure that they are fully informed of the nursing goals and medical objectives and are involved in the decision making process enabling individuals to assist in their own recovery
- Nature of communication may be highly sensitive and contentious requiring a professional and calm disposition

### *Management and Personal Development*

- Demonstrate specialist expertise and professional knowledge acquired through post registration academic study, clinical, leadership and management development
- Work and act as a role model for professional practice and leadership
- Place the patient's experience at the core of service delivery through implementation and continued monitoring of Essence of Care Standards, Patient involvement & Experience Strategy and Patient Satisfaction Surveys
- Provide clear feedback to team members in a way that is conducive to maintaining and improving performance
- Where staff performance is poor, take necessary steps to effectively manage the individual with support from the Ward Manager and HR where necessary
- Lead by example, clearly demonstrating the '6' C's in regard to both staff and patients
- To be accountable for their own actions and those of others, to use their own initiative and act independently
- To be accountable for assessing, planning, implementing and evaluating pathways of care in a way that reflects the ward/unit's Philosophy of Care
- Contributes to the process of ensuring all necessary resources are available to maintain quality Service.
- Responsible for authorised signatory for staff expenses
- Contributes to the effective management and use of resources
- Maintains responsibility for stocks and supplies ordering
- Participates in the process of procurement / purchase and maintenance of physical assets and supplies
- Ensure appropriate policy is followed when handling patient's valuables, possessions and cash
- Undertake both professional and clinical supervision as required and undertake staff appraisals
- Promote and undertake nursing research updating own knowledge to promote excellence in clinical practice
- Utilise research findings in the delivery of patient care, developing new ways of working and to disseminate relevant information to staff
- Participate and contribute to audit and research within the specialty in collaboration with colleagues
- Ensuring incidents and near misses are reported, through promoting a no blame culture

- Will ensure that the Hospital's policy is understood and carried out with regard to the care and custody of drugs/medications, especially with regard to those covered by the Control of Drugs Act

### *Clinical Activities*

- Carry out complex assessments of patients conditions and needs, planning and documenting appropriate care regime
- Required to exert moderate physical effort on several occasions during the shift eg. moving equipment, manipulating patients, possibly working in cramped or restricted position
- Excellent hand eye co-ordination and dexterity to maintain accuracy in the use of equipment
- May be required to react in an emergency situation, eg collapse/panic alarm
- Constant interruptions and demands on time whilst carrying out clinical activities
- Frequent requirement for periods of concentration when carrying our patient assessments and writing notes
- Deal with patient/relatives who are distressed and sometimes confused
- Deal with staff that are distressed and anxious
- Frequent contact with bodily odours, fluids and infections
- Demonstrate appropriate practice and specialist advice in the assessment, planning, implementation and evaluation of patient care. This includes history taking, physical examination and the requesting of agreed diagnostic procedures/clinical investigations.
- Responsible for the correct administration of prescribed medication including transfusion of blood and blood products.
- Be responsible for assessing and recognising emergencies on the ward whilst interpreting information and taking appropriate action and to lead others to do the same
- Promote effective and appropriate discharge/transfer as part of the MDT

### *Strategic Development, Planning and Organising*

- Work closely with the Ward Manager, Matron, and Clinicians In embedding the principles of Clinical Governance and CQC Essential Standards in order to maintain/improve and develop high standards of patient care, and thereby ensuring that the patients are treated with privacy, dignity and respect
- Encourages evidence based, innovative practice in the delivery of nursing care and supports others in the implementation of changes identified to improve care
- Co-ordinates and facilitates others in the assessment, planning, delivery and evaluation of personalised care of patients admitted to the ward in accordance Trust policy and departmental protocols
- Contributes to the process for proposing, developing and implementing departmental policies, protocols and guidelines.
- Involved in the development and formulation of organisation wide clinical policies.
- Participates in the practical implementation of policies and service development, eg formulating and reviewing clinical policies

### *IT Systems and Processes*

- Updates relevant staff on the clinical condition of patients and provides legible and comprehensive patient records to agreed Trust and NMC standards and guidelines
- Ensure the effective documentation of all patient care in accordance with national and local standards using the relevant electronic patient record system

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

### *Review of the Job Description*

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### *Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

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<b>Salary Band</b>	Band 6
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<b>Department</b>	Inpatient Areas

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Current professional registration with NMC	<input type="checkbox"/>	
Professional nursing qualification at degree level	<input type="checkbox"/>	
Mentorship/Teaching Qualification		<input type="checkbox"/>
Staff management and leadership including HR processes	<input type="checkbox"/>	
Evidence of current and on-going professional development	<input type="checkbox"/>	
Post graduate qualification in leadership or equivalent experience	<input type="checkbox"/>	
Experienced in successfully implementing change management strategies		<input type="checkbox"/>
<i>Skills and Aptitude</i>		
Experience of teaching/assessing/supervising others in a clinical setting	<input type="checkbox"/>	
Able to work under pressure and adapt to changing environments	<input type="checkbox"/>	
<i>Knowledge and abilities</i>		
Demonstrate the core principles/values of the '6' C's	<input type="checkbox"/>	
Evidence of active involvement in developing new ways of working	<input type="checkbox"/>	
An awareness of relevant political & professional issues in health care	<input type="checkbox"/>	
Competence in cannulation and venepuncture	<input type="checkbox"/>	
Up to date knowledge of current clinical and professional issues	<input type="checkbox"/>	
Knowledge of and able to implement evidence based practice	<input type="checkbox"/>	
Ability to assess, plan, implement and evaluate care	<input type="checkbox"/>	
Ability to give relevant advice/information to patients and relatives	<input type="checkbox"/>	
In depth drugs knowledge	<input type="checkbox"/>	
Ability to administer meds including transfusion of bloods/products	<input type="checkbox"/>	
Ability to deal with care of terminally ill & other challenging situations	<input type="checkbox"/>	

Demonstrates ability to influence and negotiate	<input type="checkbox"/>	
Ability to organise and plan own time and that of junior staff and learners	<input type="checkbox"/>	
Demonstrate an awareness of clinical governance and risk management	<input type="checkbox"/>	
Act within clearly defined policies/procedures and codes of conduct	<input type="checkbox"/>	
Flexibility in shift/working patterns to meet the needs of the service	<input type="checkbox"/>	
<i>Personal Qualities</i>		
Excellent interpersonal skills	<input type="checkbox"/>	
Good communication skills and ability to deal with sensitive information	<input type="checkbox"/>	
Demonstrates a caring and sensitive approach to patient care	<input type="checkbox"/>	
Self-motivated and uses initiative	<input type="checkbox"/>	
<i>Other</i>		
Demonstrates evidence of Trust "CHOICE" values	<input type="checkbox"/>	
Ability to travel independently where required	<input type="checkbox"/>	
Disclosure and Barring Service check satisfactory to the Trust	<input type="checkbox"/>	
Occupational health clearance satisfactory to the Trust	<input type="checkbox"/>	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		