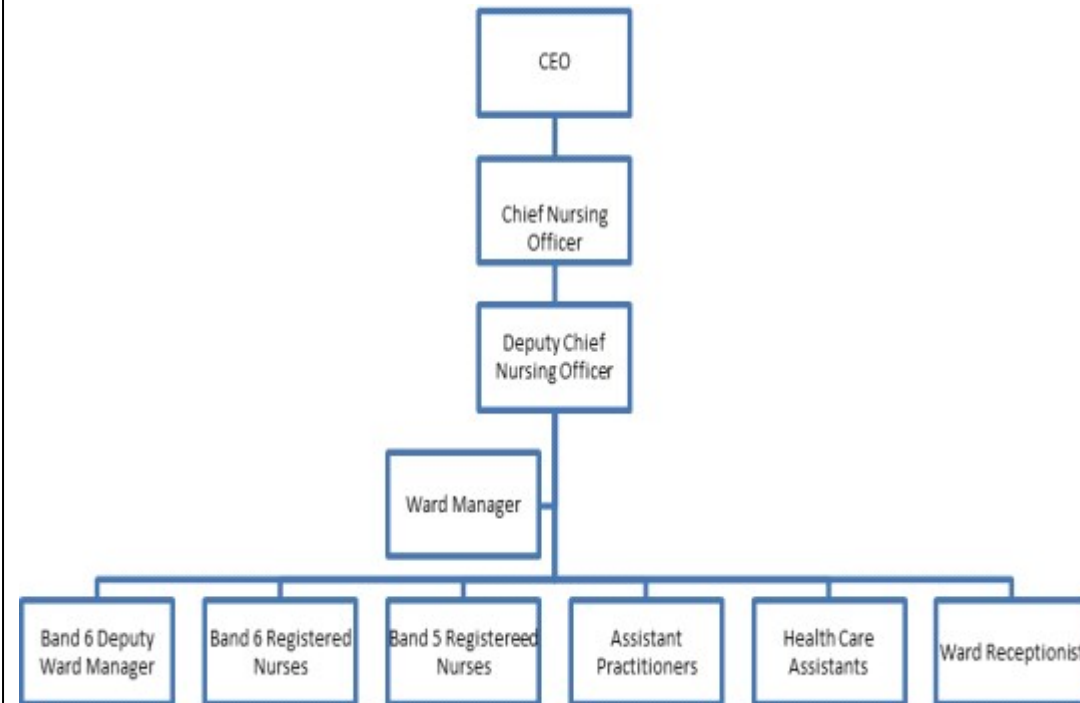


JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Senior Staff Nurse, Registered Nurse
Band/Grade:	Band 6
Hours of Work:	37.5
Accountable to:	Ward Manager
Responsible:	Ward Manager , Deputy ward Manager, Band 6's, Band 5's, HCA's
Department:	St Elizabeth Ward
Job Reference:	
Last Update (insert Date):	06/02/2019
Disclosure and Barring(DB) Check Required:	Yes Level:

2. JOB PURPOSE
<ul style="list-style-type: none"> ● To ensure the provision of high quality nursing care in line with the policies, procedures and protocols of the department and the hospital. ● To act as a role model , support the Ward Manager, Deputy Ward Manager and senior nursing team, supervise and support the Junior nursing team and Health Care Assistants ● To assist in the safe, effective and efficient management of the department within the scope of practice and allocated resources ● To promote a progressive attitude to the continual improvement of patient care and operational management of the ward through research and evidence based practice. ● To deputise for the Ward Manager and / or Deputy ward Manager in their absence as requested ● To undertake the role of the Duty Manager once trained on a as needs basis to meet the requirements of the Hospital

3. ORGANISATIONAL STRUCTURE



4. ROLE OF DEPARTMENT

St Elizabeth Ward is a 17 bed Orthopaedic ward providing care for both medical and surgical patients. In addition to Orthopaedic surgery, the following surgical specialties that are cared for are; Breast, Gynaecology, Ophthalmology, Eyes, Ears and Throat, General Plastic and Cosmetic Specialties. General medical patients are also cared for on this ward.

5. RESPONSIBILITIES OF THE POST

Key Tasks

- To deputise for the Ward Manager and Deputy Ward Manager in his or her absence, to provide support to the Ward Manager and Deputy ward Manager and to provide supervision and support to the shift leaders.
- To assist in the planning and the delivery of individualised, safe, effective and evidence based patient care
- To ensure the provision of a welcoming, caring and safe environment for patients and their families.
- To participate in the efficient operational management of the department and undertake shift leading responsibility on a regular basis.
- To undertake tasks and responsibilities assigned by the Ward Manager supporting the management and development of the nursing care and the delivery of the service
- To undertake the Duty Manager role
- To work closely with the Consultant Users of the Ward

- To communicate with and support the Chief Nursing Officer and Deputy Chief Nursing Officer
- To undertake a link nurse role(s) for designated clinical responsibilities, attend meetings and complete associated actions attached to the link nurse role
- To participate in presenting and delivering teaching sessions for the clinical staff
- To undertake mentoring of staff and performance review appraisals
- To undertake daily, weekly and monthly safety checks on the ward when assigned accordingly
- To chaperone / assist consultants with procedures and assist nursing colleagues where required
- To undertake the clinical tasks involved with admissions, preparing patients for Theatre, caring for patients post surgery, and discharging patients.
- Supporting, supervising and delegating clinical tasks to the Health Care Assistants such as the recording of patients observations
- Ensure that patients' personal hygiene requirements are met.
- To undertake risk assessments in accordance with the Hospitals policies, procedures and standards and national regulations
- To escort patients to other departments and on as needs basis to other hospitals.
- To complete all nursing documentation in line with the Hospitals policies, procedures and protocols.
- To maintain own professional registration
- To ensure compliance with mandatory training
- Participate in personal development planning and access training as appropriate or deemed as requirement for the speciality of patients being cared for.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the

confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679 . A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.5 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.6 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.7 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.8 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY: Carol Horsey

SIGNATURE:

PERSON SPECIFICATION

Post Title: Band 6 Registered Nurse

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> Registered Level 1 Nurse with current NMC registration Diploma/degree in relevant subject or evidence of work at level 3 Post Qualification Course in a relevant speciality Management and Leadership Qualification Teaching and Assessing Qualification 	√	√ √ √ √ √	Interview
Experience	<ul style="list-style-type: none"> Experience in one of the following specialities of the ward Experience of Shift and Team Leading Evidence of ongoing training and commitment to development Evidence of accumulation of relevant experience/knowledge Evidence of knowledge base and competency in the clinical specialities of the ward Evidence of good oral and written communication 	√ √ √ √ √ √		
Skills and Knowledge	<ul style="list-style-type: none"> To be patient focussed Evidence of ability to maintain effective working relationships with peers, colleagues, patients and their families To have skills in working within a team Evidence of ability to prioritise and manage time effectively Excellent communication skills Ability to work under pressure and to deal with emergency situations and/or difficult clients and stressful situations professionally Evidence of computer literacy and keyboard skills 	√ √ √ √ √ √ √		
Attributes and Qualities	<ul style="list-style-type: none"> Ability to be flexible and adaptable Ability to be motivated and forward thinking Compassionate and caring 	√ √ √		