

## JOB DESCRIPTION

<b>1. JOB IDENTIFICATION</b>	
Job Title:	<b>Senior Staff Nurse -St Francis Ward</b>
Band/Grade:	<b>Band 6</b>
Hours of Work:	<b>37.5</b>
Accountable to:	<b>Ward Manager</b>
Responsible for:	<b>Staff Nurses, Assistant Practitioners, Health Care Assistants, Ward Receptionist</b>
Department:	<b>St Francis Ward</b>
Job Reference:	<b>St Francis Ward</b>
Last Update (insert Date):	
Disclosure and Barring Service Check Required (DBS)	<b>December 27, 2018</b> Yes

<b>2. JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>To provide clinical leadership to a designated nursing team and ensure the provision of high quality nursing care.</li> <li>To act as a role model and expert clinical practitioner</li> <li>To assist in the safe, effective and efficient management of the department within allocated resources</li> <li>To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice</li> <li>To undertake delegated responsibility for the department in the absence of the Ward Manager</li> </ul>

<b>3. ORGANISATIONAL STRUCTURE</b>
<b>Chief Nursing Officer</b> <b>Deputy Chief Nursing Officer</b> <b>Ward Manager</b> <b>Deputy Ward Manager</b> <b>Nursing Team</b> <b>Ward Receptionist</b> <b>Housekeeping/Catering</b>

<b>4. ROLE OF DEPARTMENT</b>
<p>St Francis Ward is a busy medical-surgical ward which caring for patients undergoing, Urology, Andrology, Ophthalmic, Ear ,Nose and Throat, Cosmetic and Colo-rectal surgery.It has 15 en-suite private rooms and opens 24 hours a day each day of the week.</p>

## 5. Responsibilities of the Post

### Roles and Responsibilities:

#### 5.1 Professional :

- To maintain confidentiality surrounding patient admission and treatment at all times.
- To ensure documentation is completed accurately and within agreed timescales using Hospital approved documentation, in line with NMC and Hospital guidelines.
- To have knowledge of and adhere to ward and Hospital policy and professional standards. To ensure that team members do likewise.
- To demonstrate a professional approach to work, and act in accordance with the Hospital Code of Conduct and the NMC Code of Professional Conduct at all times.
- To participate in staff appraisal, staff development and in service training activities.
- To meet PREP requirements. To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.
- To undertake further training and academic qualifications as relevant to the role and service requirements.

#### 5.2 Clinical:

- To be a clinical expert within the speciality.
- To ensure the provision of excellent, evidence based nursing care for patients.
- Ensure that each patient is assessed, and that their care is planned, implemented and evaluated, and that this is accurately documented.
- Ensure the provision of a welcoming, caring and safe environment for patients and their families.
- To communicate complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
- Ensure that discharge planning is commenced at the point of admission, liaising with the multidisciplinary team, other departments, as necessary.
- To develop and maintain clinical skills and knowledge necessary to provide holistic, evidence based nursing care. This includes completion of training and development identified as part of appraisal and personal development (PDP) planning.
- To be competent in the administration of medication
- Communicate effectively, promoting open and trusting relationships.
- To be aware of the uses, safety precautions and handling of equipment in the department.
- Assist in the development and review of policies and standards for the safe use of equipment and any new equipment introduced to the department.
- To be competent in the use of all relevant Hospital IT systems ensuring that data is entered in an accurate and timely fashion, in accordance with Hospital policy and procedure.

#### 5.3 Managerial:

- Ensure the provision of appropriate supervision and support to members of the ward team.
- Support the provision of effective communication between all members of the multidisciplinary team, other hospital departments, relatives and visitors.
- Ensure quality care is given, by being familiar with agreed standards of care and to inform seniors, if the required standard cannot be reached.
- Manage allocated resources effectively and efficiently. This includes maintaining the correct skill mix of staff for patient dependency, bed/list management, utilisation of time and equipment, authorisation of bank/agency time sheets as appropriate.
- Assist in ensuring the safety of the department, and the risk management process by actively participating in clinical audit, clinical risk and quality issues, including the managing and reporting of incidents.
- To ensure that all staff know where to access Hospital policies and clinical procedure guidelines and that staff

adhere to these at all times

- Act as a team leader for staff nurses, acting as a mentor/preceptor, and facilitating their development.
- Participate in the process of recruitment and retention of staff.
- To contribute to the appraisal process, and if required disciplinary activities.
- Deputise for the ward manager in their absence or when requested.

#### 5.4 Educational:

- To actively assist in the practical training of learners, junior staff at every opportunity, through formal and informal teaching.
- Supervise and orientate temporary staff and staff new to the area.
- To act as a preceptor for staff nurses.
- To initiate and participate in audit relating to nursing and multidisciplinary care.
- Maintain own professional development and mandatory training

### 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 Safeguarding :

At HJE we are committed to safeguarding and work with relevant agencies in protecting all adults and or Children and promoting their welfare, as outlined in the HJE Disclosure and Barring Service (DBS) Policy and Procedure reference No HJE.HR.13.006.

All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years. This may include compliance with relevant agencies we may work with for example local safeguarding boards for child protection procedures and hospital safeguarding procedures and

recognise the importance of listening to children.

### **Vulnerable Adults**

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with HJE DBS policy in this regard.

In addition we are implementing robust safer recruitment practices during our selection process and pre-employment checks will be undertaken in accordance with the government guidance outlined in <https://www.gov.uk/government/publications/dbs-code-of-practice>, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment then please see our DBS policy in the first instance or contact a member of our recruitment team.

#### **6.5 Smoke Free Policy**

The Hospital provides a smoke free environment.

#### **6.6 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.

#### **6.7 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.

#### **6.8 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.

#### **6.9 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.

#### **7.0 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. UPDATED BY : Donna Alegata

SIGNATURE: DG Alegata

### PERSON SPECIFICATION

**Post Title: Band 6 Senior Staff Nurse**

Criteria	Essential	Desirable	Assessment
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Qualifications	Registered Nurse  Current NMC registration in adult or general nursing  Educated to first degree level or equivalent	√ √  √		Application form and interview  PIN number  Certificates of achievement  Professional portfolio
Experience	<b>Significant post registration skills</b>  Minimum of 3 years post-registration in nursing field	√		Application form and interview  Professional portfolio
Skills and Knowledge	Excellent clinical skills  Excellent communicator  Professional commitment and self-awareness  Motivate self and others  Work without direct supervision  Sound knowledge of current issues in nursing, developments  Ability to work within a multidisciplinary team  Good organisational and time management skills  Good interpersonal skills	√ √ √ √  √ √  √ √	√	Application form and interview  Reference
Other	Motivated and Enthusiastic  Flexible  Confident decision maker Computer literate Awareness of resources and ability to operate within these  Good health record	√ √ √ √  √		Application form and interview  Occupational health screening  Reference