



JOB DESCRIPTION AND CANDIDATE PROFILE

Job Title: Senior Staff Nurse

Responsible to: Ward Sister/Charge Nurse

Accountable to: Director of Nursing Services

Key Working Relationships: All professional clinical staff and assistants, non-clinical staff, external contacts

The post holder will be expected to comply with the standards and codes of conduct as laid down by the Nursing and Midwifery Council. The post holder must provide evidence of current NMC registration.

1. OVERALL OBJECTIVE OF JOB ROLE

The Senior Staff Nurse is accountable to the Ward Sister/Charge Nurse for the smooth running of the ward in her/his absence. The post holder is responsible for ensuring attainment of agreed clinical standards and professional development supported by colleagues and the Director of Nursing Services.

2. MAIN DUTIES AND RESPONSIBILITIES

	Evidence
2.1 Clinical:	
To be competent in identifying and acting on changes in patient condition, making safe, timely decisions appropriate to the situation	Decisions on CPR policy, clinical manual, competency checklist, care plan
To act as a role model in delivering expert nursing care, setting, monitoring and maintaining high standards of care in line with the needs and goals of the patient.	Clinical manual, care plan, clinical governance
Ongoing informal and formal assessment of patients, working with multi-disciplinary team in providing comprehensive clinical report to relevant professionals (e.g. commissioner)	Care plan, clinical manual, care pathway policy
To work with patients and multi-disciplinary team to set	Care plan, clinical

realistic and achievable goals, acting as an effective key worker to allocated patients	governance, key worker guidelines
To be competent in organising patient's admission, discharge, transferring and death process, managing patients' internal and external clinical appointments efficiently	Clinical manual, patient's treatment timetable
To manage a hospital wide emergency situation effectively in accordance with hospital business continuity plan, providing feedback and recommendation	Hospital business continuity plan policy
To monitor clinical records both written and electronic, ensuring they are recorded timely, accurately and legibly in accordance with hospital policy and national NICE guidelines	Health record policy
To actively participate and contribute in team meetings and case reviews (MDT, goal setting, ward round, CCG review, family review, etc.)	Clinical manual, clinical governance
To ensure medicines are managed safely in accordance with hospital and national standards. Drug errors are reported in a timely manner and investigations are conducted in a professional way	Medicines management guidelines
2.2 Management and Leadership	
To work with Ward Sister/Charge nurse in providing leadership and management support to all nursing staff working on ward, facilitating individual coaching and development as necessary.	L & D policy and planner
Contribute to raising the profile and developing the nursing team by: <ul style="list-style-type: none"> ○ Recognising and valuing contributions from individuals within the ward team ○ Acknowledging equal opportunities for all team members ○ Providing clinical support ○ Working with team to define clear individual roles and responsibilities ○ Undertaking appraisals, evaluating performance and identifying learning needs of individuals in the team in line with the Hospital's strategic plan ○ Identify & resolve staffing issues including staffing shortages, disputes & conflicts 	L & D policy, the Hospital's strategic plan, conflict management

To work with Ward Sister/Charge Nurse in producing a comprehensive rota, ensuring staff skills are appropriately mixed to meet patients' needs	Clinical governance, L&D policy, competency checklist
To ensure verbal communication is delivered with clarity, accuracy and is free from jargon. All communication with outside agencies must be conducted in a manner which enhances and promotes the reputation of the hospital. Conflicts and misunderstandings are handled in a positive manner	Communication policy, conflict management, L&D planner
2.3 Professional development	
To actively participate in own clinical supervision, appraisal sessions and also be competent in conducting same sessions with nurses	L&D policy and planner, human resources policy
To take responsibility for own professional development, maintaining professional portfolio to meet NMC revalidation standards and support nursing colleagues to do the same	NMC professional code of conduct, L&D policy
To work with senior colleagues in identifying staff training needs and planning hospital learning and development programme, ensuring staff are equipped with an appropriate level of knowledge and skills. Be confident in delivery of informal or informal teaching sessions	L&D policy and planner
To be confident in mentoring and coaching staff in terms of planning and providing holistic care interventions for patients in line with the needs and goals, carrying out formal or informal assessments to reflect the practice of validity and reliability	Clinical manual, Care plan, competency assessment, clinical governance
To participate as required in induction of new staff such as ensuring they are allocated a mentor during their orientation period and attend teaching sessions as required. Contribute to evaluation of induction with new staff and mentors.	L&D policy, induction planner, clinical governance
To lead or work closely with hospital special interest groups (SIGs) in developing specialised fields and advising staff at an appropriate level	Care plan, Clinical manual, SIGs guidelines, clinical governance
2.4 Health and Safety	
To demonstrate a sound knowledge of safeguarding and Deprivation of Liberty Safeguards (DOLS) and the importance of this in people with complex disabilities and be confident in	Safeguarding manual, MDT notes and care plans on DOLS

advising and educating staff as matters occur	
To participate or contribute as required in Health & Safety meetings and ensure any defects, accidents, incidents, hazards are reported in a timely manner. Lead or assist senior staff in the process of investigations. Be competent in conducting risk assessment and ensure control measures are in place	Management of incidents/accidents policy, risk assessment
To accept the role of Fire Team leader and Designated Nursing Officer for Medical Gas Pipeline Systems having acquired and kept updated the knowledge to discharge this function effectively under emergency conditions	Fire policy, Operational Policy for Medical Gas Pipeline Systems
2.5 Patient dignity, privacy, safety and consent	
To provide support to relatives, keeping them informed as necessary in line with patient confidentiality policy.	Communication policy, safeguarding, confidential policy
To direct and support staff in working in a manner that maintains and protects the safety, confidentiality, consent, privacy and dignity of patients, their families and friends	Information management policy, consent policy
To handle compliments and complaints promptly and sensitively in line with hospital policy, or direct to more appropriate person	Compliments and complaints policy
To be helpful and give support to volunteers, patients and relatives' enquires, or direct to appropriate person as necessary	Information for patients policy, Internal communications policy
2.6 Operation of equipment & care of ward environment	
To ensure effective programmes are in place for decontamination and maintenance of equipment, ensuring a clean and appropriate ward environment is maintained at all times	Environment management policy, health and safety policy, infection control policy
To adhere to infection prevention and control policies in own practice and set a good example in complying , educating staff in best practice and in all ways promote the prevention and control of infection	Infection prevention and control policy and guidelines
To contribute to developing policy and clinical guidelines , and to implementing and reviewing them and ensuring compliance in own practice and the ward team	General policy and clinical manual
To lead or participate in clinical audits and quality assurance initiatives, identifying audit needs and plan audit in liaison	Audit guidelines, infection control, clinical

with relevant team (Infection Prevention and Control, Clinical Governance and Health & Safety), providing feedback and action plans to staff in a positive constructive manner	governance and health & safety manuals
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3. General	
Maintain the principles of the General Data Protection Regulations both within and outside of the hospital environment.	Information Governance policy
Act in accordance with the hospital's policies on Data Protection.	Information Governance policy

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises. It has been checked for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post Holder

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Print name

.....Date

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Director of Nursing Services

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Print name

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Date

PERSON SPECIFICATION AND COMPETENCY PROFILE

Senior Staff Nurse

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential Requirements	Desirable Requirements
Qualifications	
Level 1 registered nurse	Mentorship
Leadership and management	
Knowledge	
Enhanced Safeguarding and DoLS knowledge	Advanced software
Extended neurological and respiratory care	
Intermediate software (MS Office suite)	
Skills	
Excellent verbal and written communication skills	Good presentation skills
Excellent Numeracy skills	
Clinical decision-making skills	
Advanced clinical skills	
Delegation/ organisational skills	
Adaptability and flexibility	
Negotiating skills	
Ability to work calmly under pressure	
Ability to be self-directing and motivating others	
Experience	
Experience of clinical assessment and report writing	Policy and clinical guidelines development
Clinical experience at supervisory level	