

Job Description

Job Title	Senior Staff Nurse
Band	6
Managerial Reporting Responsibility	Ward Sister/Charge Nurse
Professional Reporting Responsibility	Ward Sister/Charge Nurse
Job Purpose	<ul style="list-style-type: none"> ▪ The post-holder works to support the Ward Sister/Charge Nurse, deputising in the absence of the Ward Manager for all aspects of the role including managing staff and physical resources effectively. ▪ He/she acts as a role model, demonstrating high levels of clinical expertise, leading, managing and delivering individual patient care. ▪ The post-holder supports the Ward Sister/Charge Nurse in ensuring robust infection control practices amongst all staff as well ensuring high standards of ward cleanliness. ▪ He/she proactively promotes staff development, ensuring its relevance to the practice area and individual needs.

PRINCIPLE RESPONSIBILITIES

Managerial

1. Work with the Ward Sister/Charge Nurse to ensure that the nursing team works flexibly and supportively together, and that the performance indicators for the area are delivered.
2. Deputise for the Ward Sister/Charge Nurse in his/her absence to ensure that there is planned, effective, day-to-day skill mix and staff management.
3. 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.
4. Demonstrate leadership skills and ability to problem solve. Promote excellent team working and interdisciplinary relationships.
5. Allocate work and assess performance of the team members objectively against set criteria/competencies. Work with Ward Sister/Charge Nurse/Senior Staff Nurses to ensure that staff appraisals are undertaken. 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.
6. Work with Ward Sister/Charge Nurse to effectively manage the allocated financial resources within the allocated budgets.
7. Actively promote and audit robust infection control practices. Assist the Ward Sister/Charge Nurse to maintain high standards of cleanliness in the clinical area and for a well-maintained clinical environment.
8. Promote interdisciplinary working, with outcomes aimed at the best interest of patients.
9. 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 sister/Charge Nurse to sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
10. Work with Ward Manager, Human Resources and Occupational Health to further develop skills related to absence management and recruitment and retention of staff.
11. Work with Ward Manager and Finance team to further develop skills in clinical and non-clinical budget management.
12. Support the Ward Sister/Charge Nurse 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. Practices in accordance with the Nursing and Midwifery Council's Code: Professional standards of practice and behaviour for nurses and midwives and Trust policies, protocols and guidelines. Is accountable for own practice and for appropriate delegation of care he/she gives to colleagues, nursing 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 data collection and audits for Nurse Quality Indicators 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, which 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.

The duties outlined above are subject to changes, after consultation with post-holder, to meet the needs of the service/organisation.

PERSON SPECIFICATION - JUNIOR SISTER/CHARGE NURSE

	Essential	Desirable
Education/ Qualifications/ Training:	<ul style="list-style-type: none"> ▪ Registered Nurse ▪ Mentorship Qualification ▪ Evidence of Leadership, management and speciality development 	Sign off Mentor
Experience:	<ul style="list-style-type: none"> ▪ Experience in mentoring/ facilitation/ teaching/ assessing/ coaching. ▪ Experience of leadership/ management and speciality development. 	Recent clinical experience in speciality area
Communication	<ul style="list-style-type: none"> ▪ Excellent personal and communication skills. ▪ Demonstrable transformational leadership ability ▪ Ability to facilitate and support learning in practice ▪ Good facilitation/ presentation, teaching and assessing skills 	
Clinical Skills	<ul style="list-style-type: none"> ▪ Demonstrates ability to place patient and family at centre of care. ▪ Excellent clinical skills in speciality 	Demonstrates ability to think laterally, creatively and innovatively to enhance patient care
Team working	<ul style="list-style-type: none"> ▪ Demonstrates excellent team working ▪ Excellent role model ▪ Excellent organisational ability 	
Clinical Governance	<ul style="list-style-type: none"> ▪ Demonstrates a desire to explore new ways of delivering services 	<p>Experience of data collection for audit / quality monitoring</p> <p>Experience of risk assessment.</p>
Other	<ul style="list-style-type: none"> ▪ Motivated and enthusiastic. ▪ Creative, resourceful and imaginative ▪ 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.