

# Senior Staff Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Senior Staff Nurse**

**Division –Division of Surgery**

**Department– A604 Trauma and Orthopaedics**

**Band – 6**

**Location – Bristol Royal Infirmary**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

To work according to the Nursing and Midwifery Code of Professional Conduct and relevant professional guidelines to provide a high standard of patient care using a flexible patient centred care approach.

To provide an expert level of professional practice within nursing (speciality), and to be responsible for the management of a nursing team, providing advice, information and support. To actively support the sister/charge nurse, assisting in the safe, effective and efficient management of the ward/department and deputising in their absence.

To assume responsibility for undertaking tasks delegated by the sister/charge nurse including mentoring roles, auditing and clinical governance. To promote a ward/department environment that is conducive to learning, supporting and participating in the supervision/teaching of the more junior and/or new staff, both nursing and other members of the multidisciplinary team

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust -** Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

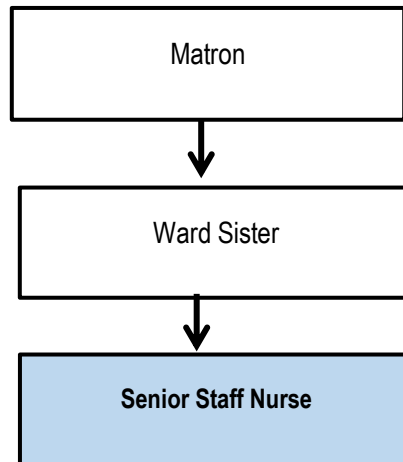
'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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### Organisational Structure



### Key Relationships

- Supervisory Sister / Charge Nurse / Team Leader
- Peer group – band 6 colleagues
- Matron and Head of Nursing
- Divisional managers
- Ward nursing team and outpatient teams
- Medical and multidisciplinary teams
- CNS team
- Patients and visitors
- Administrative / support staff
- Pharmacy staff
- Education and Learning teams
- Dietician
- Clinical site management team
- Discharge liaison team

### Main Duties and Responsibilities

#### Communication:

- Act as a clinical expert providing specialist knowledge and advice to both nurses and junior medical staff working within the unit. Act as a resource to other areas within the Trust as required.
- Work towards safe and timely discharge plans and ensure barriers to discharge are identified and acted on in a timely and appropriate manner.
- To be proactive in supporting the nursing team and acting as a positive role model always promoting best clinical and professional practice.
- Demonstrate excellent communication and leadership skills. Be actively involved in recruitment and staff development reviews. Facilitate orientation and training programmes.
- To act as nurse or ward representative at local and wider meetings.
- To participate and assist with systematic monitoring of performance and evaluation of nursing practice.

#### Patient Care:

- To assess, plan, implement and evaluate evidence based, individualised patient care. Carry out planned care for a group of patients without direct supervision.
- Manage patient care according to agreed policies and protocols, taking appropriate action, seeking advice from other members of the multi-disciplinary team as necessary. This will include identification of risk (clinical, health, safety and security).
- Closely monitor patients' status, ensuring all relevant observations/patient assessment criteria are accurately recorded and interpreted to ensure appropriate and timely corrective action is taken in accordance with current protocols, e.g. sepsis.
- Undertake when fully trained and competent to undertake advanced nursing practices relevant to the clinical area.
- Ensure that nursing procedures are performed in accordance with UHBW NHS Foundation Trust policies and local standard operating procedures
- Responsible for the correct administration and storage of medicines according to the Trust policy.

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- Act as the patient's advocate.
- Ensure that nursing documentation is maintained to the Trust standard and is reflected in the patient record. To maintain patient confidentiality and ensure all staff understand the relevance of this.
- Record and report all incidents / complaints involving staff, patients and visitors in accordance with the Trust policy and assist in any investigations as required.

### Professional Development and Education Responsibilities

- Develop own teaching skills and participate in staff and student education.
- Maintain a supportive learning environment for all staff and as a mentor assist in the training and development of junior staff and learners. Supervising and assessing competencies as required.
- Contribute as a positive role model in ensuring that the delivery of nursing care is at the highest possible level to meet the complex needs of patients.
- Assess the information needs of patients, relatives and carers and provide information as needed.
- Promote awareness and compliance amongst colleagues regarding Trust policies, procedures, guidelines and standards.
- Undertake further training and academic qualifications as relevant to the role and service requirements.
- Assist in the annual appraisal of process.
- Provide teaching and development opportunities to the nursing team and students supporting them to achieve their learning outcomes.
- Conduct oneself in accordance with the NMC code of conduct and Trust policies.
- Undertake responsibility for tasks delegated by the ward sister/charge nurse.

### Leadership and Management:

- Organise own workload with effective time management.
- Plan and manage staffing levels and skill mix to reflect the workload and meet the needs of patients.
- Assist the sister/charge nurse in compiling staff duty rotas and be responsible for arranging adequate staff cover, including utilising the e-rostering system effectively.
- Develop an awareness of budgeting, exercising care and economy in the ordering and use of supplies/equipment.
- Promote effective communication and liaison with all members of the multidisciplinary team including active participation in ward rounds and case discussions.
- Promote good working relationships and collaborative working within the ward/department and across professional boundaries with the Trust.
- Ensure that nursing practices comply with Trust policies and procedures and are maintained at the highest standard.
- Actively participate in and facilitate ward or departmental projects, audits and quality initiatives in collaboration with senior staff to ensure they meet standards and targets for example the safety thermometer and patient experience surveys, and where appropriate suggest any change to improve standards.
- Within the framework of clinical governance assist the sister/charge nurse to be proactive in responding to and investigating complaints, clinical incidents and medication incidents to ensure that robust systems are in place for informing and improving evidence based practice.
- Respond to patient, relatives and carers concerns as they arise and take action as required.
- Lead by example, motivating and empowering others.
- Assist the Sister/Charge Nurse with continuing responsibility for health and safety including the safe use and maintenance of medical devices.
- Share responsibility with the Sister/Charge Nurse for maintaining staff records e.g. sickness, annual leave, taking appropriate action where necessary.
- Assist in the orientation/induction of new staff - nursing, students, allied health professionals and medical staff.
- Assist in maintaining a safe clinical environment through participation in risk management processes, through audit, risk assessment, managing, reporting and investigating clinical incidents.
- Assist the sister/charge nurse in the selection and recruitment of junior staff.

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### Service Development and Research:

- Demonstrate and promote an understanding of the interplay between research and practice to ensure patient care is supported by good evidence and continues to improve
- Demonstrate the ability to access up-to-date evidence and critically analyse this to inform care practices
- Learn to identify gaps in knowledge and discuss these with relevant teams as possible areas for research or clinical audit
- Contribute to an ethos of striving for excellence through promotion of an enquiry-based culture
- Be informed regarding the research studies being undertaken within clinical specialty and support these through:
  - knowledge of inclusion/exclusion criteria and referral of suitable patients to research team
  - provision of appropriate space for research team to see patients
- Facilitate patient and staff involvement in research studies where appropriate as part of promoting excellent care through research, by: assisting in the collection of research data when part of usual clinical care, following relevant training ensuring the delivery of research intervention when part of usual clinical care, following relevant training

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Appropriate post registration experience in nursing and speciality - E
- Appropriate proven leadership and management experience - E
- Proven commitment and experience, evidence in teaching - E
- Experience of undertaking research or audit projects - D
- Evidence of commitment to research based practice or evidence of project work undertaken - D
- Experience as preceptor / mentor – D

### Qualifications and Training

- RGN 1st level (E)
- Current NMC Registration (E)
- 1 st Degree in nursing or health related subject, willing to undertake/ working towards (E)
- Relevant accredited post registration qualification at Level 3 (E)
- Qualification in Teaching and Assessing (E)
- Willingness to work towards Masters level academic study (D)

(E) = Essential  
(D) = Desirable

### Skills and Abilities

- Organisation and management skills - E
- Teaching - E
- Ability to work effectively under pressure - E
- Ability to problem solve - E
- Flexibility, adaptability to meet needs of a changing service - E
- Ability to perform clinical activities specific to speciality - E
- Ability to lead a team - E
- Ability to work alone or as part of a team - E
- Excellent verbal and written communication skills - E
- Able to manage difficult situations - E
- Able to influence other team members - E
- Act as a role model and as a mentor/assessor - E
- Innovative and participates with practice and policy change - E
- Awareness of professional responsibilities to self and others - E
- Commitment to the development and provision of high quality nursing care - E
- Awareness of current national changes in nursing / NHS - E

### Aptitudes

- Supportive - E
- Respectful - E
- Innovative - E
- Collaborative – E



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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.