

HOSPITAL SERVICES

SENIOR STAFF NURSE

BAND 6

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES:

CLINICAL RESPONSIBILITIES

- To undertake the assessment of patients/clients with complex care needs including individuals with undifferentiated and undiagnosed conditions.
- To develop, implement and evaluate programmes of care to meet these needs.
- To guide, advise and direct other staff in the assessment, planning, implementation and evaluation of patient/client care.
- To initiate risk assessment processes to determine risks to the health and well-being of patients/clients with complex care needs, taking relevant action to minimise these risks.
- To lead a team of staff in emergency and other acute situations, ensuring that the patient's/client's needs are met and that significant others are supported.
- To utilise information and data from a range of sources to identify patient problems and guide decision-making processes. Within field of expertise, and organisational policy, request specific clinical tests to establish a diagnosis.
- To promote service user involvement in the planning, delivery and evaluation of care, respecting their wishes, beliefs and dignity.
- To independently liaise and communicate effectively with all members of the multidisciplinary team and other agencies involved in the care of the patient/client.

TRAINING AND EDUCATION

- To take a lead in the promotion of the health and well-being of clients/patients and their significant others, ensuring that health promotion is incorporated in the planning and delivery of care.
- To act as a supervisor to staff working within the area.

- To act as a mentor/preceptor/supervisor to students and other learners.
- To promote an environment that is conducive to quality learning and assessment.
- Develop programmes of learning to meet the educational needs of all staff working within the care setting.
- Maintain own continuing professional development needs. The post holder should be willing to work towards achieving graduate status.
- Develop and maintain competence in the additional skills related to the needs of the clients and patients.
- To undertake in-house annual mandatory training in Manual Handling, Basic Life Support, Fire Safety and AED training.

LEADERSHIP/MANAGERIAL

- To contribute to the recruitment and retention of team members.
- To co-ordinate a team of staff, ensuring that clear systems of communication are developed within the team and any work-related issues raised by the team are addressed.
- To ensure team members are aware of organisational objectives, policies and procedures and the implications they have for their practice.
- To undertake the professional development review process with identified team members. Support staff with performance issues developing action plans to address developmental needs.
- To act as a professional role model for junior staff, promoting high standards of practice and strong professional values.
- To assist with shift planning for the practice area.

COMMUNICATION

- To communicate effectively with patient/clients and their significant others, taking into account their cultural background and cognitive functioning.
- To communicate clearly with all members of the multidisciplinary team, demonstrating sensitivity to cultural and language differences.
- To manage conflict between individuals, including staff, patients/clients and their significant others.
- To act as an advocate for patients/clients, significant others and more junior staff members.

- To ensure written communication complies with organisational and professional standards.

AUDIT/INFORMATION TECHNOLOGY/RESEARCH ACTIVITY

- In conjunction with the audit department, initiate and undertake clinical audits to monitor and maintain standards of practice.
- To utilise the critical incident reporting system to document actual or potential risks impacting on the quality of patient care.
- To actively promote evidence based practice in own and the practice of other members of staff involved in the care of the patient/client.
- To take a professional lead in one specific aspect of practice, ensuring that new initiatives are incorporated within the working practices of all staff.
- With training, access organisational electronic information systems relevant to the role.

KEY CRITERIA:

ESSENTIAL

1. Current registration with NMC.
2. Evidence of CPD at diploma level.
3. Post registration experience.
4. Effective leadership skills.
5. Evidence of Teaching / Supervisory Skills.
6. Excellent clinical skills.
7. Excellent communication and interpersonal skills with both colleagues and clients.
8. Good motivational skills.
9. Can demonstrate experience performing appraisals.
10. Ability to use own initiative and work both independently and as part of a team.

DESIRABLE

11. Successful completion of the Preparation for Mentors course.
12. Diploma in a related field.
13. Level 3 Certificate in Assessing Vocational Achievement or equivalent (D32/33, NVQ A1).

14. Portfolio evidence to meet the agreed competence criteria level.
15. 'A' unit or D32/D33 Assessors course.
16. Completed an approved mentor preparation course at Level 2, or equivalent, or EMAP Teaching and Learning in Practice or City and Guilds 730 (Parts 1 & 2) Further Education Certificate.