



**JOB DETAILS:**

<b>Job Title</b>	Senior Staff Nurse, Emergency Department
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	37.5 hours/week      Permanent
<b>Division/Directorate</b>	Medicine and A&E
<b>Department</b>	A&E
<b>Base</b>	Prince Charles Hospital

**ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	Senior Nurse (A&E)
<b>Reports to: Name Line Manager</b>	A&E Department Manager
<b>Professionally Responsible to:</b>	Head of Nursing (Acute)

**OUR VALUES AND BEHAVIOURS:**

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve*  
*We treat everyone with respect*  
*We all work together as one team*

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

**Job Summary/Job Purpose:**

The post holder will be required to carry out a range of assigned tasks involving direct and indirect care for the benefit of the patient/client in accordance with agreed protocols within the Emergency Department at Cwm Taf Morgannwg University Health Board (CTMUHB).

The post holder will be responsible for ensuring that all relevant policies and procedures are adhered to, and meet the UHB requirements outlined in the Health and Safety Policy. The post holder will also be expected to assist in development of policies relevant to the speciality.

Report any problems including proposing changes to working practices or procedures.

**DUTIES/RESPONSIBILITIES:**

The post holder will deputise for the department manager, attending meetings, interviews and undertaking audit, complaints investigation and policy review in their absence and on their behalf.

The post holder will take charge of the Emergency Department as necessary.

Required to carry out a range of tasks involving direct and indirect care for the benefit of the patient/client in accordance with agreed protocols including patient admissions, triage, discharge and supervision of others in carrying out the above.

Investigate incidents and complaints, completing an action plan from lessons learned, ensuring all staff are involved in and informed of any changes to policies and procedures.

Liaise with other agencies where there is a concern over the welfare and safety of patients attending ED and making referrals where appropriate.

Communicate highly sensitive and often complex information to patients/carers who attend the department.

Responsible for ensuring that all policies and procedures are observed, and meet Cwm Taf Morgannwg UHB requirements.

The post holder may on occasions be required to work within other areas of the Directorate.

The post holder will be expected to support junior staff within their sphere of responsibility, including junior registered nurses, student nurses and nursing assistants.

Work in partnership, ensuring good communication with the multidisciplinary team e.g. medical staff, community nurses, Social Services, Physiotherapy, Occupational Therapy and other wards/departments, in particular when undertaking discharge planning and

follow-up care.

Provide information and guidance pertinent to the plan of care to patients and their next of kin. This will involve providing and receiving complex, sensitive or contentious information where persuasive, motivational, negotiating, training, empathic or reassurance skills are required.

Will act as a mentor/supervisor for student nurses, return to practice nurses.

Provide information and guidance to Directorate staff.

Ability to work as part of a team and have good communication skills.

Be expected to participate in department meetings, deputising for the department manager in their absence.

Acting on, then informing and advising the Ward Manager of actual or potential problems with regard to patients, staff, visitors, etc, and as necessary ensure appropriate action in resolving such problems is taken.

Be required to make decisions on care provided, making referrals as appropriate also supporting junior staff in this role.

Will involve judgements involving complex facts or situations, which require analysis, interpretation and comparison of a range of options, for example, discharge planning, management of short term absence etc.

Be responsible for organising own workload, supervising the workload of junior registered nurses, nursing assistants, and student nurses. This will include assisting in the supporting/teaching of newly appointed registered nurses, student nurses and nursing assistants.

Contribute to the development and implementation of the Emergency Department objectives, which reflect past, and future UHB objectives.

Plan the care of complex cases in conjunction with medical staff, support junior staff in this role. This may include highly dependent patients transferred from ITU/HDU/pre-and post-operative care.

Delegated responsibility for planning staff off duty rotas up to 4 weeks in advance.

The assessment, planning, delivery, evaluation and updating of individual plans of care, acknowledging personal beliefs, identity and preferences.

Undertake direct nursing care for patients across a range of procedures, who may require intravenous injections, urinary catheters, wound care e.g. removal of sutures and setting up and maintenance of infusion devices and syringe pumps.

Participate in basic health education of patients and carers.

Contribute to the ongoing support of patients and others significant to them, maintaining the patient's interests, their identity and their wellbeing.

Escort patients/clients to different Departments and Hospitals.

Be responsible for administration and recording of drugs, in accordance with the UHB Policy.

At all times, assist the Department manager in the management of resources within their sphere of responsibility.

Have an awareness of budget and spending trends within the Directorate, and associated skill mix/staff resources.

Where appropriate, will monitor and record expenditure.

Support the Department Manager with the evaluation and purchasing of equipment.

Be responsible for day to day supervision of staff, including clinical supervision and training which may include basic HR advice.

Take the lead, within sphere of responsibility for ensuring clinical skills development of the team.

Be expected to assist in the identification of staff training and development needs through the implementation of UHB policies and procedures.

Compile confidential information regarding patients to inform senior management of any clinical incidents.

Undertake clinical tasks e.g. cannulation, taking blood samples and observations on patients who attend the department.

Ensure a learning environment to encourage staff development.

Advice and arbitration where there may be differences of opinion amongst staff.

Delegated responsibility to undertake staff appraisals for nursing assistants and registered nurses.

Participate, where appropriate, in the review of job descriptions for junior staff.

Participate in recruitment and selection procedures.

Act as a mentor for student nurses, return to practice nurses.

Have the opportunity to develop, through IPR, their own clinical and managerial skills to the benefit of the department.

Ensure that staff working within the department are aware of their responsibilities within UHB policies.

Participate in the UHB Induction Programme at Directorate and departmental level.

Follow UHB/statutory procedures in the safe storage of information and confidentiality.

Provide accurate, current comprehensive and concise records concerning the condition of the patient, in accordance with the NMC Standards for Record & Record Keeping and the UHB's Patient Record Policy.

Be required to access computerised and written information, which informs care e.g. care plans, observation/fluid balance charts investigation results (e.g. pathology and radiology.)

Be expected to participate in audit, supporting and implementing any necessary changes in relation to patient care.

Be expected to participate in research, interpretation and analysis of findings and their application to practice.

The post holder would be expected to provide evidence based care and have an active involvement in any research and audit within their sphere e.g. assist with audit of standards of care in the department at least twice a year.

The post holder is required to act independently within UHB and professional guidelines, referring to supervisory management as appropriate.

The post holder will regularly take charge of the department for their span of duty, deputising for the department manager. The post holder will be responsible for ensuring that all resources within that area are used to an optimum effect.

Participate in responsibility for maintaining the standards of patient care set by the department.

Responsible for administration and recording of drugs in accordance with the Health Board policy. Also supervise junior staff and teach student nurses in this role.

Ensuring that practice is in line with, and reflects the requirement of the NMC Code and is based on evidence-based practice.

Ensuring that any personal and professional development plans reflect the requirements of the NMC and revalidation.

## PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<p>Current NMC Registration.</p> <p>Registered Nurse.</p> <p>Post registration Diploma or equivalent skills, knowledge and experience.</p> <p>IV devices/IV additives/cannulation.</p> <p>ILS/ALS qualification.</p> <p>Evidence of continuous professional development in relevant sphere.</p> <p>Working knowledge of multi-disciplinary team working.</p> <p>Working knowledge of clinical governance.</p> <p>Fully trained and competent in the use of the Manchester Triage System.</p> <p>Knowledge of audit and research.</p> <p>Ability to gather data within sphere of responsibility.</p>	<p>IV devices.</p> <p>IV additives.</p> <p>ILS provider.</p> <p>ALERT trained.</p> <p>Cannulation.</p> <p>Venepuncture.</p> <p>ECG.</p> <p>Catheterisation.</p> <p>Knowledge of audit tools.</p> <p>Bronze IQT.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Appropriate post registration experience.</p> <p>Post registration experience, most recently in a specialty caring for acute elective and emergency patients.</p> <p>Experience of working with</p>	<p>Teaching skills.</p> <p>ECDL/IT skills.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>patients with life threatening or life changing illness or injury.</p> <p>Ability to assess and plan care for patients who attend ED.</p> <p>Organizational, interpersonal and operational skills needed for post i.e. management of resources i.e. planning and delivery of direct patient care.</p> <p>Ability to produce written and verbal reports pertinent to the post i.e. individual patient documentation.</p>		
<b>Aptitude and Abilities</b>	<p>Proven organisational and time management skills.</p> <p>Proven teaching skills.</p> <p>Excellent verbal communication skills with patients, relatives and other members of the multi-disciplinary team alike.</p> <p>Polite and has an ability to demonstrate empathy and understanding to others.</p> <p>Ability to demonstrate an excellent standard of written communication skills/ literacy.</p> <p>Ability to demonstrate excellent standard of Record Keeping in line with the NMC Standards.</p> <p>Effective teaching/ Supervisory and leadership skills.</p> <p>Able to demonstrate a positive and caring attitude to all patients, relatives and members of staff in a calm and professional manner.</p> <p>Able to demonstrate the ability to cope under pressure.</p>	Ability to speak Welsh.	Application Form Interview References
<b>Values</b>	<p>The applicant must be motivated and possesses a non-judgemental attitude towards others.</p> <p>Works well both as an individual and as part of a team, always</p>		Application Form Interview

CAJE Reference RYL/2021/0317  
Senior Staff Nurse, Emergency Department (Band 6)

	acting in a professional manner.		
<b>Other</b>	Flexibility to meet service needs. Amenable to change as required. Satisfactory DBS clearance.		Application Form Interview Occ Health Form

### **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for

all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate. The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Line Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Service Group Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

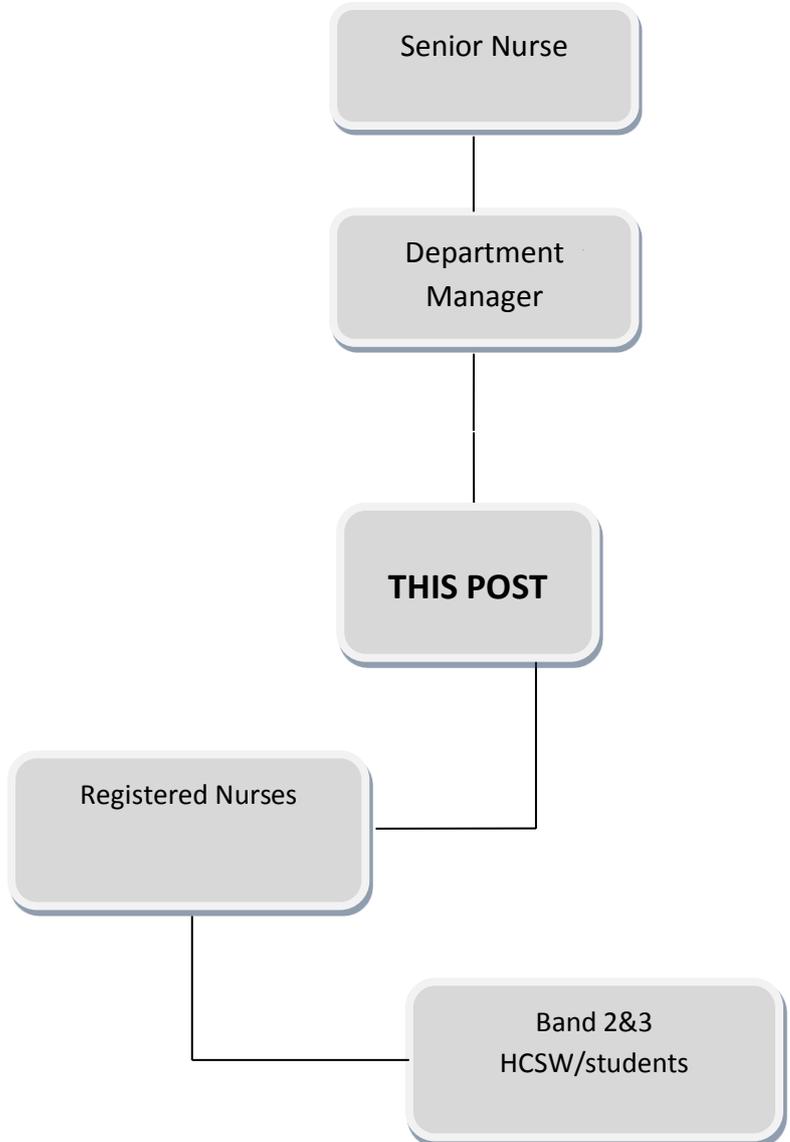
Date for Review: \_\_\_\_\_

**Job Title: Senior Staff Nurse, Emergency Department**

**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title: Senior Staff Nurse, Emergency Department****Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

<b>Examples of Typical effort(s)</b>	<b>How often per day /week/month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
Undertaking venepuncture and cannulation, ECG's etc.	<b>More than 4 times per day</b>	<b>5-10 minutes per intervention</b>	
Moving and handling patients using appropriate equipment.	<b>More than 5 times per day</b>	<b>10-15 minutes</b>	
Working in restricted conditions when undertaking procedures, delivering CPR etc.	<b>1-2 times weekly</b>	<b>Up to 30 minutes</b>	

CAJE Reference RYL/2021/0317

Senior Staff Nurse, Emergency Department (Band 6)

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day /week/month?	For how long?	Additional Comments
Unpredictable work, likely to be interrupted during periods of concentration due to emergency/urgent situations e.g. administering medication/iv drugs/planning complex care/venepuncture.	More than 4 times daily	Up to 30 minutes	

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

CAJE Reference RYL/2021/0317

Senior Staff Nurse, Emergency Department (Band 6)

Examples of Typical effort(s)	How often per day/week/month?	For how long?	Additional Comments
Working under emotional and distressing circumstances e.g. delivering bad news to relatives/carers, caring for dying/seriously injured patients.	1-2 times weekly	Up to 2 hours	
Will be exposed to aggressive and sometimes violent patients, both verbal and physical aggression.	1-2 times weekly	Up to an hour	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per day/week/month?	For how long?	Additional Comments
Frequent exposure to blood and body fluids, foul linen, vomit, faeces etc.	Several times per day	Up to 20 minutes	

CAJE Reference RYL/2021/0317

Senior Staff Nurse, Emergency Department (Band 6)