



JOB DESCRIPTION

Job Title:	Senior Staff Nurse
Division/Department:	Emergency Department
Responsible to:	Charge Nurse/ Sister
Accountable to:	Matron
Band:	Band 6
Hours:	37.5
Location:	Northwick Park Hospital In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

Equality – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

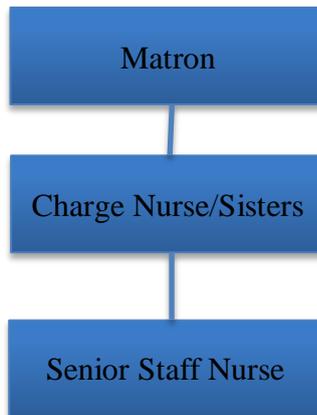
Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.



JOB SUMMARY

Northwest London Hospitals NHS Trust aims to provide the highest possible standard of hospital and outpatient care to the community. The post holder will work as a team member assuming responsibility for the assessment of nursing needs and the development, implementation and evaluation of effective programmes of care, maintaining and promoting standards. They will provide supervision to junior colleagues and pre-registration students and will support the multidisciplinary and Management teams. This post will involve taking charge of the unit/ ward in the absence of the person with continuing responsibility, directly assisting in the provision of a high quality clinical and organisational service.

Structure



KEY RESPONSIBILITIES

1) Working relationships and communication requirements of your

- Promote and maintain a customer orientated service at all times.
- Contribute to the development of professionalism in ward/unit through motivation of junior staff and maintenance of good relationships between staff members.
- Facilitate a responsive staff communication network, attending meetings relevant to the clinical area and highlighting any potential problems and service improvement ideas.
- Ensure effective verbal, electronic and written communication with nursing and multidisciplinary teams to optimise patient care.
- Utilise effective verbal communication in patient assessment, recognising and having

knowledge of ways to overcome them with senior support if necessary.

- Act as a patient advocate ensuring that patient/relatives are kept informed of management plans through effective communication and that verbal/written consent is gained, where possible, prior to any clinical intervention offered.
- Regularly liaise with external services and agencies to promote co-ordinated patient care via telephone communication.
- Recognize the legal implications of accurate and legible documentation, ensuring self-compliance with this in accordance with trust and professional policy.
- Access clinical and organisational computer databases when required to enhance patient care, adhering to NMC code of conduct and trust policies relating to patient confidentiality and Data Protection Act.
- Be aware of, able to locate and act within policies relating to good practice within the clinical area.
- Maintain knowledge of trust complaints procedure advising patients/relatives, seeking senior support as required.

2) Level of clinical responsibility

- Ability to accept responsibility for own actions in accordance with NMC codes of conduct.
- Be aware of levels of own competence, acknowledging limitations and seeking support when required.
- Provide high standard patient care through effective assessment, planning, implementation and evaluation based on current research applicable to the clinical area.
- Work independently or as a team member in the clinical area as required.
- Provide health education in the clinical area to patients/relatives referring to others for further information where appropriate.
- Utilise clinical equipment effectively teaching others in their use and referring to others for assistance with unfamiliar pieces.
- Maintain knowledge in the recognition and response to emergency/untoward clinical incidents including trust major incident plans, working alongside others and following directions from senior staff.
- Contribute to the monitoring of clinical and environmental standards impacting on patient care including unit/ward cleanliness and infection control hazards.
- Administer medications in line with trust policies including bolus, intermittent and continuous IV infusions, contributing to the care and custody of medicines covered by the Control of Drugs Act within the unit/ward.
- Perform an extended range of clinical duties relevant to the clinical area (please refer to section 9: any others aspects of role).

3) Leadership and staff management responsibilities

- To contribute to the daily provision of co-ordinated clinical services within the unit/ward.
- Ability to work independently or as a team member prioritising and providing direct patient care without supervision.
- Supervise junior staff in the direct care of patients when necessary.
- Assume charge of designated clinical areas within ward/unit as agreed with shift coordinator, taking charge of the ward/unit in the absence of senior staff as required.
- To provide support to the Sister/Charge nurse showing leadership as necessary, promoting and maintaining staff morale through good professional relationships.
- Act as a role model and mentor to junior/student members of staff encouraging good practice within the unit.

- To assist other clinical areas within the trust if clinical situations or staffing levels dictate.
- Participate in unit/ward projects, standard setting, audits and quality monitoring within the clinical area to improve patient care.
- Report untoward incidents in line with trust policy, managing them in the absence of senior staff is necessary and directing others in this process if required.

4) Financial responsibility

- No direct budget responsibility but has an awareness of effective use of resources and cost implications.
- Participate in cost improvement programs within unit/ward promoting cost effectiveness in high quality care delivery where applicable.
- Ensure that department has adequate stock levels and that all equipment is in working order, taking immediate action or referring to senior staff to remedy problem.

5) Service development and improvement

- Maintain an up to date knowledge of professional issues relevant to the clinical area.
- Openly question and challenge nursing practice to facilitate changes in patient care.
- Actively engage in special interest roles relevant to the clinical area as negotiated with senior staff, acting as a learning resource for colleagues.
- Act as an assessor/mentor to students and junior colleagues assessing competence and learning in the clinical area.
- Participate in audits and clinical research to improve patient care.
- Submit new ideas aimed at improving quality of care.
- Have a firm understanding of directives and strategies at local and Government level impacting on the clinical area.

6) Responsibilities for dealing with difficult situation.

Maintain standards of clinical and professional practice involving senior staff in decision making when required.

- Have knowledge of the reporting mechanisms for deficits in such standards in the clinical area in line with trust policy.
- Support people's equality, diversity and rights in accordance with trust and legal policy.
- Be prepared at all times for unpredictable, untoward incidents in the clinical area, acting independently or under direction when required to promote a healthy working environment for patients, relatives and staff.
- Provide support, advice and information to patients, relatives and staff in distressing situations.
- Assess and manage aggressive patients and situations liaising with police, security and senior staff when required to ensure the safety of all individuals concerned.
- Maintain knowledge of trust complaints procedure dealing effectively with them at point of occurrence and referring to senior staff when required.

7) Physical working conditions and environment

- Recognition of situations detrimental to health of all individuals within ward/unit, referring to others when required for corrective action.
- Have knowledge of Health and Safety at Work Act 1974 and COSHH regulations.
- Maintain clinical equipment and environment in good state of repair, reporting faults immediately to maintenance/EBME.

- Ensure self-compliance with trust policies relating to infection control, moving and handling, fire safety and basic life support in the clinical area, promoting principles within the ward/unit.
- Undertake and support junior staff in the regular provision of invasive clinical skills carrying risk of body fluid exposure in a safe and effective manner.
- Utilise barrier nursing to prevent infectious and communicable conditions from being transmitted within the ward/unit.
- Utilise risk management in the location and care of aggressive patients, liaising with senior staff, police and security where necessary, to safeguard all individuals in the ward/unit.
- Ensure self-compliance with effective rest periods away from the clinical area during shifts to promote safe practice in negotiation with the shift co-ordinator.

8) Knowledge, training and education

Registered nurse with the NMC, assuming responsibility for maintaining this in accordance with professional and clinical requirements.

- Assume personal responsibility for attending mandatory training in accordance with trust policy.
- Demonstrate active career development currently holding or working towards a relevant post registration clinical course, a teaching qualification and advanced clinical skills.
- Previous experience as a registered nurse in a relevant clinical area.
- Active involvement in annual appraisal process, identifying own learning needs.

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national



origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*



NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

PERSON SPECIFICATION

Job Title: Senior Staff Nurse

Division/department: Emergency

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/Qualifications	1. Registered Nurse	A&E nursing course or module. ALS/ATLS Provider Degree Recognised Teaching Course
Knowledge & Experience	Current knowledge of nursing and specifically emergency care issues. Current knowledge of NHS reforms Relevant experience in acute ward Substantive experience in A&E nursing. Mentor to student nurses	Knowledge of evidence based practice and change management
Skills, Abilities and Attributes	Excellent communication and presentation skills, verbal and written. Ability to assess, plan and manage care for a group of patients. Be a safe and competent practitioner. To work well under pressure. Ability to respond positively to change. Ability to use own initiative. Ability to rapidly determine priorities. Maintain professional standards. Work as a member of a team Recognises own limitations Adheres to Trust & NMC guidelines. Ability to facilitate learning	Supervisory skills Management of Staff Able to manage an area within the emergency department.
HEART Values	Demonstrate commitment to Trust HEART values – Honesty, Equality, Accountability, Respect, and Teamwork.	



Person specifications should be kept to a maximum of 25 bullet points

Job description and person specification drafted / amended by:

Name:

Designation:

Date:

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	