

**Hull University Teaching Hospital  
NHS TRUST**

**Job description**

**Job title:** Senior Nurse  
**Band:** 6  
**Responsible to:** Ward Manager/Sister

**Job Statement:**

By working clinically as a member of the nursing team you will work in partnership with the Ward manager to provide clinical, professional and managerial leadership for a ward based team of qualified and non-qualified staff. The post holder will be required to co-ordinate the unit, work within the clinical setting, deputise in the absence of the Ward manager and ensure a positive patient experience through the delivery of high standards of patient care.

- Leading clinical nursing practice within the clinical area
- Securing and assuring the highest standards of clinical care with the support of the Ward Manager and Senior Matron
- The effective management of clinical and non-clinical risk reporting to the Ward manager
- The post holder will be expected to deal with complaints and queries from staff parents and relatives

**Knowledge and Skills**

**Communication and Relationship Skills**

- In conjunction with the Ward manager and Senior Matron to maintain an efficient communication system ensuring dissemination of information to all staff
- Facilitate the development of an environment, which allows other members of staff to have an opportunity to put forward ideas and suggestions for improvements in patient care in line with the Quality Standards
- Maintain effective communication links with all other disciplines, wards and departments
- Encourage the provision of feedback to colleagues at all times
- Actively supports families, communicating difficult and complex information using a variety of methods, to ensure effective understanding.
- Demonstrates empathy and compassion toward patients and families.
- Represent the ward at trust wide forums, inter agency meetings deputising for the Ward Manager when required ensuring information is communicated to the Ward Manager, and ward team as appropriate.
- Develops and ensures effective communication with parents and staff to assist them in making decisions about the organisation and delivery of care.

- Ensures staff are updated on service changes and have the opportunity to communicate concerns
- Act as the patient's advocate and ensure the advocacy role is understood by all staff

### **Knowledge, Training and Experience**

- Responsible for maintaining personal updating and cascading knowledge to the team
- Use clinical skills and knowledge to provide advice and support to peer group staff, parents and relatives
- Act as a clinical expert and positive role model for all staff
- Provide professional leadership, advice and guidance to nursing and non nursing staff, within the nursing environment and foster collaborative partnerships with other disciplines
- Lead and develop the supervision and management of clinical nursing practice within area of responsibility to ensure safe and effective holistic evidence based care
- Lead in the development of clinical standards ensuring these are set, embedded and monitored in accordance with the needs of the service in conjunction with the ward Manager
- Liaise with the multidisciplinary team in planning patient care, implementing measures to improve the patient pathway
- To deliver nursing care of the highest possible standards to patients in your care by ensuring that nursing assessment, implementation and evaluation of patient care are undertaken competently by all staff
- Lead and facilitate decision making within the unit and the development and implementation of unit objectives

### **Analytical and Judgemental Skills**

- The post holder is required to resolve problems associated with the day to day running of the ward, including taking actions as appropriate to remedy issues such as the management of staff rota's and complaints
- Investigate all accidents, incidents and complaints as delegated by the Senior Matron or the Ward Manager, reporting them to the appropriate personnel, along with the relevant documentation, in a timely manner and contributes to policy and practice changes arising from audits and complaints and incidents
- Contribute to formal complaint investigations, written responses and attendance of complaint meetings
- To ensure that learning from complaints is evidenced and actioned within the unit

### **Planning and Organisational Skills**

- To support and assist the ward Manager to provide continuing responsibility for the unit.

- Ensure staff competence for clinical practice procedures, using trust competency framework, including appropriate underpinning knowledge and practice skill
- To support and assist the Ward Manager to monitor performance and manage the nursing staff in area of responsibility, ensuring all employment records are locally maintained and current in the absence of the Ward Manager.
- To Support and assist the Ward Manager to ensure that all staff update mandatory training in line with trust guidelines
- To support and assist the Ward Manager to monitor performance and manage the nursing team

### **Progression of the Patient's Pathway**

Promote timely progression of patients through their pathway by;

- Ensuring all patients with an extended length of stay have a robust clinical management plan in place
- Ensuring Senior nurses are on all ward rounds

Support patient placement processes by;

- Ensuring accurate reporting and monitoring of bed occupancy status
- Lead by example and ensure that criteria led discharge is embedded in unit culture
- Identify actual and potential discharges in order to predict future bed availability

### **Responsibility**

#### **Responsibilities for Patient care**

- Act as clinical expert and positive role model for all staff
- Provide professional leadership, advice and guidance to nursing and non nursing staff, within the nursing environment and foster collaborative partnerships with other disciplines
- Lead and develop the supervision and management of nursing practice within area of responsibility to ensure safe and effective holistic evidence based care.
- Lead in the development of clinical standards ensuring these are set, embedded and monitored in accordance with the needs of the service in conjunction with the Ward Manager
- Liaise with the multidisciplinary team in planning patient care, implementing measures to improve the patient pathway
- To deliver nursing care of the highest possible standards to patients in your care by ensuring that nursing assessment, implementation and evaluation of patient care are undertaken competently by staff
- Lead and facilitate decision making within the ward and the development and implementation of
- Ensure privacy and dignity of patients is maintained at all times
- To ensure that learning from PALS and complaints is evidenced, and actioned within the unit ensure complaints are resolved by local resolution where possible

### **Physical Skills**

Delivers core clinical skills which include a range of nursing duties to ensure the patient's comfort at all times, this will include for example;

- Administration of medication
- Administration of Intravenous injections and IV therapy
- Assisting with hygiene needs
- Caring for patients receiving oxygen therapy
- Deliver emergency resuscitation

### **Responsibilities for Policy and Service development Implementation**

- The post holder is responsible for following trust policy and procedures and ensuring compliance of others
- Responsible for adhering to the NMC professional code of conduct

### **Responsibilities for Financial and Physical Resources**

- Ensure an efficient use of the nursing workforce
- Responsible for supporting Ward Manager in effective budgetary management of the clinical area within agreed budgetary and activity levels
- Ensures the effective use of resources by members of the ward team
- Responsible for reporting faults with equipment, and removing from the clinical area until repaired

### **Responsibilities for Human Resources**

- To contribute to management of the ward vacancy factor by supporting the Ward Manager to ensure timely recruitment to vacancies within budgeted establishment
- Maintain accurate staff records regarding annual leave, sickness and absence
- Conduct management of short and long term sickness in accordance with Trust policy in support of the Unit Manager
- Support and assist Ward Manager in the development of annual education and training plans for staff within clinical areas
- Contribute to the production of ward based workforce plan
- Support Ward Manager in ensuring a system of annual appraisal for all ward staff in line with trust objective target
- Ensure effective learning environment for all staff. Ensure effective mentorship support for students
- Participate in the development and delivery of appropriate training materials/ programmes to promote professional development

### **Responsibilities for Information Resources**

- Responsible for ensuring staff are compliant with the trust Information Governance policy standards
- Responsible for providing accurate and timely records on patient care and performance using paper and IT based systems, in accordance with trust policy

### **Responsibilities for Research and Development**

- Participate in audits, and research-based studies to evaluate effectiveness of care interventions
- Promotes benchmarking and the dissemination of best practice
- Identifies areas for research and development, and initiates processes for this to occur
- Participates in receiving patient feedback and disseminates to appropriate team members, identifying any remedial actions

### **Freedom to Act**

- The post holder plans their workload and is managerially responsible for the nursing team
- The post holder uses guidance, policies in accordance with their professional code of conduct, and in accordance to the needs of the patient group
- The post holder is required to use their own judgement, to define day to day work priorities and initiating plans affecting patient care

### **Effort and Environment**

#### **Physical Effort**

- The post holder will have direct patient contact, delivering care in a variety of hospital settings in accordance with the needs of the patients

#### **Mental Effort**

- Responsible for producing accurate patient records
- Responsible for the management of a clinical environment where there are competing demands

#### **Emotional Effort**

- The post holder is required to support a caseload of patients, through a range of treatments and experiences. Some of which can be highly distressing and challenging. The post holder will also support junior staff in the process

### **Working Conditions**

- The post holder is required to maintain close patient contact, which includes the handling of bodily fluids

### **Infection Control**

In addition to the Trust's overall responsibilities under the Health Act Code of Practice for the prevention of HCAI 2006 for your safety, you have personal responsibility to ensure that your work adheres to this code in the delivery of safe patient care within the Organisation.

### **HEALTH AND SAFETY**

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in light of developing organisational and service needs. Wherever possible such changes will follow consultation with the post holder.

## **INFECTION CONTROL**

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

## **SUSTAINABILITY**

To actively support the Trusts goals for sustainability by encouraging and adopting sustainable ideas and practices.

***This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.***

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee\* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children's Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role