

## Job Description and Person Specification

**Job Title:** Senior Staff Nurse

**Reports to:** Senior Charge Nurse

**Band:** Band 6 (£39,912 - £48,635 pro rata per annum)

**Hours:** 33.75

**Department(s):** AMAU and Ambulatory Emergency Care (AEC)

**Directorate:** Emergency and Unscheduled Care

**Location:** Dr Gray's Hospital, Elgin

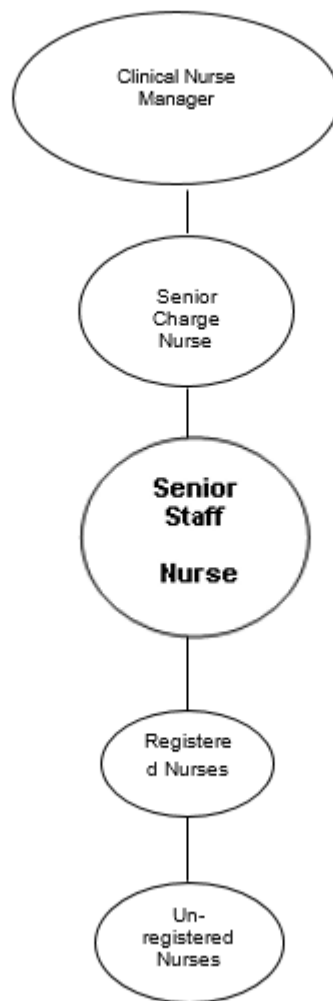
**Job Reference:** PS209377

Job Holder reference:

## **2. JOB PURPOSE**

- The post holder will develop and maintain a high quality standard of nursing care and be responsible for the management of nursing care and the patients environment in the absence of the Senior Charge Nurse, sharing responsibility for resource management leadership and education.
- Actively participates in the delivery of evidence/research based patient care as a qualified nurse in the multi-disciplinary team within the Service Area. Shows evidence of leadership skills and guidance to junior nursing staff.
- To work in partnership with the multidisciplinary team to deliver to all patients, their relatives and carers a high standard of care which is research based and in accordance with the NMC Code of Professional Conduct as well as local and national health and safety legislation.
- To develop own clinical experience and be responsible alongside the Senior Charge Nurse for the teaching, supervision and assessment of student, junior and untrained members of nursing staff.
- The post holder will regularly hold the 600 bleep in accordance to the rota. This responsibility involves ensuring that the staff skill mix is appropriate to ensure safety for patients and staff throughout the hospital. The postholder must also have sound leadership and decision making skills.
- The post holder must have an in depth knowledge in medical conditions, procedures and up-to-date clinical practices.

## **3. ORGANISATIONAL PURPOSE**



#### **4. SCOPE AND RANGE**

Historically, AMAU in Dr Grays Hospital was a 11 bedded area with 3 admitting trolleys and 8 beds, admitting patients 24 hours a day 7 days a week. Medical admissions come from GPs and as emergencies via A&E.

In response to operational pressures, AMAU has at times transitioned into an 11 bedded acute medical ward with a probability of increasing to 13 inpatient beds to meet clinical and operational demand, with scope to improve the service delivery of an AMAU in the future.

The Ambulatory Emergency Care (AEC) houses 8 trolley spaces where we deliver our ambulant clinic service from 8am-8pm Monday – Friday, with the view to changing and adapting this service further. In response to operational pressures, the department requires the post-holder to have dynamic and lateral thinking and exceptional

communication skills to ensure the service is delivered safe and effectively, alongside operational pressures.

The post-holder is accountable for all clinical decision making undertaken in the departments and for all clinical assessments and treatment under their management. The post holder must ensure safe patient flow throughout both departments, with the assistance of operational support.

The post holder is expected to deputise in the absence of the SCN to ensure safe delivery of care and services, along with potential to hold the 600 bleep in accordance with the rota.

The post holder has a responsibility to teach, supervise and assess student nurses and unregistered healthcare professionals, to plan and priorities their own workload, and delegate tasks effectively, to ensure high standards of care are met.

## **5. MAIN DUTIES/RESPONSIBILITIES**

### **CLINICAL**

- Responsible for leading and directing the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures.
- Communicates to an optimum level with patient, carers and the multidisciplinary team
- Demonstrates delivery of a high standard of nursing evidence based research practice
- Proactively participates in health promotion and rehabilitation.
- Ensures all patients are involved in decision-making regarding their care.
- Demonstrate ability to perform specific clinical skills required within the specialty.
- Plays a lead role as an effective and competent member of the multidisciplinary team to ensure safe and effective patient transfers and discharges.
- Possesses extensive up to date knowledge of relevant conditions and procedures and shares new evidence based practice with the team.
- Demonstrates adherence to NHS Grampian / local policies and procedures.
- Ensures safe storage and administration of medicines and treatments according to local and National policy.
- Works in partnership with the Practice Educator/Facilitator in the delivery of education for students, newly qualified nurses and new starters
- Participates in research and audit, to facilitate Quality Assurance and improved clinical practice
- Ensures all day-to-day running of the ward is maintained, and delegates tasks to staff appropriately to meet care standards

### **ORGANISATIONAL**

- Actively participate as an effective team leader and member of extended team.
- Practices and promotes confidentiality at all times.
- Demonstrates ability to listen effectively to other points of view.
- Proactively leads a team and communicates with all colleagues in a professional manner.

- Demonstrates knowledge and proficiency in implementing NHS Grampian local policies and procedures.
- Ensures written communications are accurate, appropriate and neatly recorded, adhering to NMC/NHS Grampian/local policies at all times.
- Demonstrates ability to address issues arising in a professional and discreet manner whilst knowing their limitations
- Effectively analyse, prioritise and organize own workload.
- Has understanding of and adherence to local and national Health and Safety Policies and procedures
- Demonstrates enhanced negotiation, influencing and conflict management skills.

### **MANAGERIAL**

- Demonstrates established leadership skills by managing the workload of the service area staff, ensuring efficient and effective time and resource management.
- Demonstrates ability to take responsibility and support for own and junior staff's workload.
- Provides support to others within the team
- Demonstrates ability to delegate to staff effectively in order to achieve optimal use of time and resources.
- Deputises for Senior Charge Nurse in their absence, taking on required and appropriate tasks within their scope of practice
- Demonstrates an awareness of available resources, how they should be most effectively used, economy in the use of supplies and an awareness of stock control systems.
- Actively participates in the care and maintenance of ward stock/equipment.
- In the absence of the senior nurse takes responsibility for ensuring the efficient management of nursing resources and all associated administrative responsibilities e.g. staff absence recording, rota planning, appraisals, recruitment and selection, disciplinary procedures, and complaints.

### **PROFESSIONAL DEVELOPMENT**

- Actively participates in the appraisal of staff, being involved in recruitment and selection procedures
- Acts as a positive role model for all disciplines of staff.
- Demonstrates commitment to developing clinical skills and expertise
- Demonstrates an understanding of research and audit.
- Maintains responsibility for own personal development.
- Actively participates in teaching programmes.
- Demonstrates willingness to develop management skills.
- Participates in the orientation of new staff.

### **SERVICE DELIVERY**

- Actively contributes to the provision of continuity of care for all patients in the service
- Supports the Senior Charge Nurse in contributing toward the future development of the Service
- Demonstrates positive attitude to suggested changes in practice through the

introduction of evidence based care

Demonstrates an awareness of future service redesign in accordance with local and national priorities

## **SYSTEMS AND EQUIPMENT**

Job Holder will be familiar with and use and the following:

Maintains and develops clinical standards and documentation in accordance with NMC Code of conduct and assist in the development of new initiatives

The post holder is required to directly use and/or maintain resuscitation equipment, manual handling aids and all clinical equipment as required within the service.

### **Computer Skills**

The postholder is required to be computer literate, be able to access current and up-to-date research and be competent in the skills required within the service area e.g internet skills, Microsoft office, excel, Healthroster, SafeCare, HEPMA, DATIX

The postholder is required to report any incidents according to the DATIX system and Standard Operating Procedures

## **DECISIONS AND JUDGEMENTS**

The postholder must always work within the NMC Code of Professional Conduct

Post holder will be in charge of the service area in the absence of the Senior Charge Nurse

When in charge the postholder will delegate duties appropriately to junior nursing staff within the team and co-ordinate the teams workload as well as their own.

The post holder will be required to use their own initiative and be able to make sound and rational decisions and remain focussed and directed throughout the process.

The postholder requires the ability to remain objective and supportive of others at all times

The postholder will be required to use own judgement whilst observing patient condition and should report any change in prescriptive care to relevant disciplines

The postholder will be required to use rapid judgement in the assessment and treatment of patients efficiently and appropriately in all clinical situations.

## **COMMUNICATIONS AND RELATIONSHIPS**

The main focus of communication for the post holder is to be at the central point of contact

and knowledge for all members of the multidisciplinary team to ensure that the optimum care is delivered to the patient.

The postholder must therefore possess effective interpersonal skills and participate in cross boundary working.

The post holder will play a pivotal role in dealing with distressed, upset, angry or anxious patients, carers, relatives and staff. The role of the nurse is to use communication skills to de-escalate as many situations as possible but to then ensure the safety of the postholder and any other patients and staff by managing the situation appropriately. This can be very demanding both emotionally and physically.

### **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

The post holder will communicate effectively and professionally at all times.

Effectively practicing a multi tasked/skilled clinical and management role within available Resources.

Utilising effective leadership skill in order to manage workload and develop a clinical environment which is positive and effective for both staff and patients.

Maintaining adequate skill mix while recognising individual staff needs in line with NHS Grampian Human Resources guidelines

Maximising nursing opportunities for self and juniors in line with an evolving clinical service

Using own initiative and generation of ideas in order to meet the strategic needs of the service.

Acting as a change agent in terms of organisational issues and future strategy and service redesign.

Promoting a happy and safe work environment to minimise stress levels.

### **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The post holder is required to be a registered Nurse with current Nursing and Midwifery Council registration.

Previous experience as a staff nurse Band 5 for 3 years is essential.

During / prior to employment the post holder will be required to demonstrate the following:

- ◆ Evidence of leadership and proven decision making skills
- ◆ Extensive knowledge base with regards to specialty

- ◆ Knowledge and experience of Mentorship within clinical practice
- ◆ Proven ability to participate in the delivery of presentations and teaching sessions.
- ◆ Extensive Knowledge and participation of NHS Grampian policies and procedures relevant to the area.
- ◆ Evidence of well-established developed written and verbal communication skills
- ◆ Commitment to lifelong learning and personal development plan

It is desirable that the nurse at this level should also have skills and knowledge for an area of special interest such as venipuncture, cannulation, tissue viability, continence or have an accredited skill such as risk assessor, moving and handling trainer or SVQ assessor, and have completed their Practice Assessor Qualification.



**NHS GRAMPIAN**  
**PERSON SPECIFICATION**

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Short listed candidates **MUST** possess all the essential components as detailed below.

**POST/GRADE:** **Registered Nurse Band 6 Senior Staff Nurse**

**LOCATION/HOSPITALS:** Dr Gray's Hospital, Elgin

**WARD/DEPARTMENT:** AMAU and Ambulatory Emergency Care

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications	FULL NMC (UK)  Practice Assessor	Degree or working towards a Degree  Any additional development/leadership training
Experience	Significant post-registration experience inclusive of acute medical nursing care	Experience in Acute Medical Admissions Unit
<b>Special Aptitude and abilities</b>	Be able to take charge of the ward in absence of SCN, with leadership, clinical decisions, and staff management.  Excellent communication skills.  Good leadership qualities with the ability to motivate self and the team.  Cannulation / Venepuncture skills  Efficient IT Skills	Evidence of developing people management skills.
<b>Disposition</b>	Calm, friendly, excellent team player.  Manages work pressures well.  Hard working, flexible and adaptable to environments and teams.  Excellent time management.	

<b>Physical Requirements</b>	Able to carry out moving and handling tasks required for the departments.	
<b>Particular Requirements of the Post</b>	<p>Able to cope well under pressure. IT literate Can demonstrate commitment to own professional development and to the learning of others.</p> <p>Experience in undertaking Audits</p> <p>Identifying learning opportunities</p> <p>Keen to progress and develop in the role</p>	<p>Interest in Medical Nursing and Developing Services Exposer/experience in the implementation of changes in clinical practice</p> <p>Understanding and exposure to workforce management</p> <p>Being actively involved in education and development of teams</p>

<b>MAJOR RISKS IN DOING THIS JOB</b>
N/A