



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

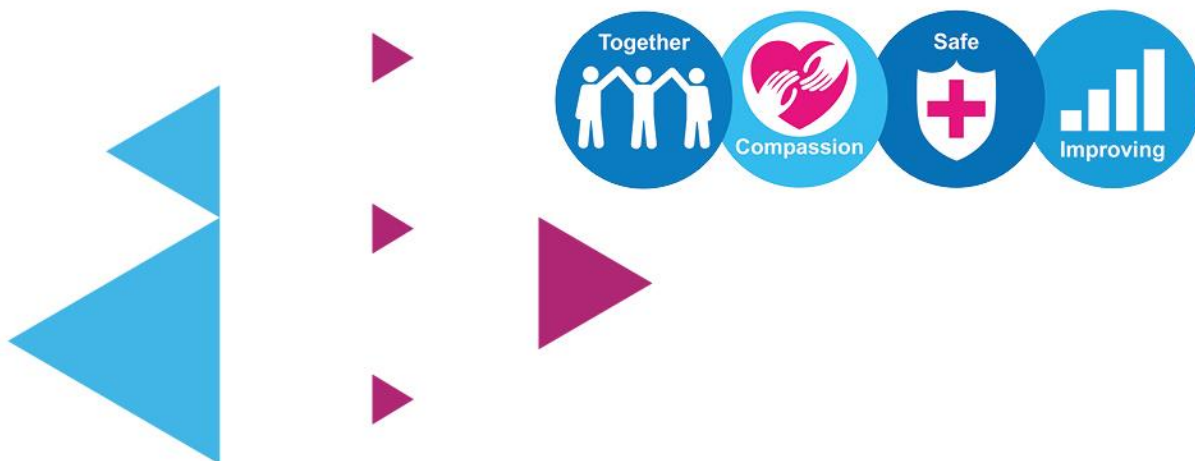
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Medicine Division

Job Title: Senior Clinical Staff Nurse

Band: 6

Location: Stoke on Trent / Stafford

Hours:

Managerially accountable to: Divisional Director of Nursing

Professionally accountable to: Divisional Director of Nursing

Role Summary

The Senior Clinical Staff Nurse has delegated responsibility for the management of the clinical areas including assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards on a shift basis.

The Senior Clinical Staff Nurse will participate in innovation and evidence based nursing practice through professional leadership and supporting the clinical team in close liaison with the Sister/Charge Nurse and Junior Sister/Charge Nurse.

The Senior Clinical Staff Nurse will act as a credible and professional role model and encourage and empower other staff to develop both personally and professionally to achieve their maximum potential.

Key Areas/Tasks

Communication & Relationships Skills

- Facilitate communication, which results in clear responsibilities being identified within the multi-professional team
- There is a requirement to exchange verbal and written information with patients, staff and carers requiring tact and diplomacy. The post holder needs to ensure that all barriers to understanding are overcome by using differing strategies to meet individual need,
- Deputise for the Sister/Charge Nurse at Directorate/ Divisional meetings and working groups in relation to improvement in patient care
- Ensure that patient concerns are addressed on the ward/department and work with the Patient Advisory and Liaison Service (PALS) and patient forums. Participate in the resolution of complaints / adverse incidents and support the Senior Sister / charge Nurse in the development and implementation of action plans to prevent re-occurrence.
- Will liaise with clinical experts in aspects of critical care to ensure clinical practice reflects the current deficit base.

- It is expected that ALL employees of the Trust will take part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment

Knowledge, Training & Experience

Current NMC registration

Evidence of study at degree level in Health/Nursing Related Studies

Formal leadership and management training

Minimum of 3 years post registration experience to include 1 year experience of taking charge of a ward on a shift basis.

Ability to lead change and lead new ways of working

Analytical & Judgemental Skills

- The post holder will be responsible for the assessment of needs, development, implementation and evaluation of programmes of care in line with the Nursing and Midwifery Council (NMC) and reflect the Trust's policies, procedures standards and guidelines.
- The post holder will demonstrate the skills for assessing and interpreting specialist acute and other patient conditions, initiating actions as appropriate.

Planning & Organisational Skills

- The post holder will prioritise, plan workload and organise own time.
- Contribute to the principles of clinical governance ensuring that quality standards are set and monitored. Ensure that clinical risk management and clinical audit are an integral part of the ward function.
- Supports the Sister / Charge Nurse in the planning and organisation of staff delegation and activity for patients, making short term adjustments to electronic duty rosters and SafeCare where required.
- Required to co-ordinate activities with other professional agencies.

Physical Skills

- The post holder will be required to have the dexterity and accuracy required for procedure such as venepuncture, cannulation and administration of intravenous drugs and is able to demonstrate clinical skills
- The post holder will be required to have standard keyboard skills, use of presentation, projection/multimedia equipment and e-learning resources.

Responsibility for Patient/Client Care

- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times. Ensure continued and effective registration with the NMC.
- Develop specialised programmes of care / care packages providing specialised advice concerning care.
- Provide specialist advice relating to nursing care for the speciality of patient

Responsibility for Policy/Service Development

- Implements policies and procedures, and proposes changes to practices for own area, contributing to the development of specialist protocols.
- Assist in the delivery of education to support staff in the adoption of new policies and procedures.
- Support the development and implementation of local Standard operating procedures, patient information and policies

Responsibility for Financial and Physical Resources

- Demonstrate safe working practices in the use of equipment in the clinical areas, and maintain equipment training records for all staff
- Regularly required to handle patient valuables

Responsibility for Human Resources

- Working with the Sister / Charge Nurse, provide leadership to the clinical team and identify innovation in clinical practice
- To effectively manage the Ward / Department on a shift by shift basis.
- Support the Sister/Charge Nurse in the performance review of all ward staff which will include annual appraisal and individual personal development plans to monitor staff performance against objectives set with them.
- Manage sickness and absence on a shift basis in line with the sickness and absence policy and the principles of safe staffing document.
- Participate in the recruitment and selection of staff for the ward/department.
- Contribute to the formal induction of all new staff.
- Participate in the preceptorship of newly appointed staff and the education of learners and clinical support workers

Responsibility for Information Resources

- Updates and maintains patient records

Responsibility for Research and Development

- Participate as an individual in surveys.
- May participate in clinical research, audit and trials

Freedom to Act

- Accountable for own professional actions: not directly supervised.
- Leads in the development of care in specific elements of care as directed by the sister / Charge Nurse

Physical Effort

- The post requires a combination of physical effort including sitting, standing, walking which equates to moderate physical effort over short periods ie hoisting patients and manoeuvring patients in wheelchairs.

Mental Effort

- The post requires frequent concentration with an often unpredictable work pattern

Emotional Effort

- Deals with distressed relatives, care of the terminally ill and deals with the consequences of terminal illness.

Working Conditions

- The post holder will have exposure to bodily fluids.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated

infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

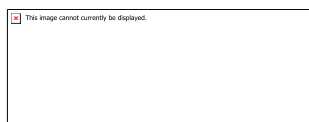
Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title : Senior Clinical Staff Nurse**Person Specification**

Attribute	Criteria	Essential	Desirable	Assessment
<i>Education, Qualifications and Training</i>	<ul style="list-style-type: none">• Registered Nurse on NMC Register• Diploma in Nursing• Evidence of degree level study in health/nursing related studies• On-going personal / professional development	✓ ✓ ✓ ✓	✓	
<i>Knowledge and Experience</i>	<ul style="list-style-type: none">• Minimum of 3 years post registration experience• 1 years of management/leadership experience• Good communication skills• Formal teaching to groups of staff	✓ ✓ ✓	✓	
<i>Leadership and Management Skills</i>	<ul style="list-style-type: none">• Can evidence experience of teaching the clinical areas• Evidence of on-going professional education in a specialist area• Able to use own initiative.• Ability to work as part of a team• Effective communication skills• Proven leadership skills	✓ ✓ ✓ ✓ ✓		
<i>Personal Attributes or other relevant criteria</i>	<ul style="list-style-type: none">• Reliability• Effective interpersonal skills• Clinical reasoning• Problem solving and independent decision making	✓ ✓ ✓ ✓		