



A lifetime of specialist care

Royal Brompton & Harefield **NHS**  
NHS Foundation Trust

## **JOB DESCRIPTION**

### **GENERAL INFORMATION**

**Title:** Senior Staff Nurse

**Grade:** Band 6 (FULL)

**Job Base:** RBH/Harefield

**Responsible to:** Ward Sister/Charge Nurse

**Accountable to:** Senior Nurse Modern Matron

**CRB checks:** CRB – not required ☐ CRB – standard ☐ CRB – enhanced ☐

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

### **Job summary:**

1. Supporting and deputising for the Sister/Charge Nurse in the management of the clinical area. This will involve dealing with complex situations and having to take appropriate action in conjunction with the ward sister/charge nurse in emergency or unforeseen situations.
2. To be responsible for the continuing professional development and overall performance of a particular group of staff delegated by the G grade sister/charge nurse.
3. Act as a clinical role model and leader for all members of staff providing daily unit management, continuity of care and a high standard of excellent nursing care.
4. Provide specialist nursing practice to support and facilitate high quality, individualised care to patients/clients and relatives/carers without supervision in collaboration with the multi-disciplinary team.
5. To be flexible in the approach to the clinical area and provide cover for any area specified.
6. Lead and direct the nursing care of other junior nurses, students and HCA's to maintain a high standard of excellent nursing care.

### **Main tasks & responsibilities:**

- **Patient/customer care (both direct & indirect)**
  - To lead the provision of care in accordance with the Trust Policies reflecting current trends and developments in nursing and the NHS.
  - In conjunction with the staff team, to assist in developing and maintaining of the Ward/Department ethos and to the delivery of a standard approach to excellent nursing care.
  - To assess, plan, implement and evaluate programmes of care, actively seeking evidence based practice which will improve the quality of care and meet the needs of the patient. A holistic approach to caring should be planned that will include the appropriate level of physiological; pathological;

spiritual, socio-economical and cultural aspects which influence the care of clients within your specific speciality.

- Implement a nursing plan for an assigned group of patients indicating assessment and re-assessment formulated for individual care pathways. Planning for care pathways for discharge.
- Contribute to setting goals and benchmarking standards of care. Develop tools to improve the quality of the service and co-ordinate clinical services across the Ward/Department.
- To comply with and participate in the Trust's framework for Clinical Governance within the Ward or Department area.
- To regularly take charge of the clinical area, utilising resources effectively and to ensure that safe staffing levels are maintained for their shifts.
- In conjunction with the Ward / Department Manager provide a suitable and safe environment for the physical and psychological well being of staff, patients/clients and their relatives/carers.
- Identify clinical risks and ensure that appropriate action is implemented in accordance with the Trust risk management policy.
- Record and report all incidents/complaints involving staff, patients and visitors in accordance with the Trust policies and lead in any investigations where required to do so by the sister/charge nurse.
- Take charge of the clinical area in the absence of the sister/charge nurse.
- In the absence or as delegated by the sister/charge nurse initiate investigations of untoward incidents, accidents, complaints and other relevant information.
- Monitor the quality of nursing care and action audit information to achieve agreed standards under the direction of the Ward / Department Manager.
- Ensure that nursing documentation is maintained to the Trust standard (including electronic records)
- Ensure through good practice that customer care initiatives are improved and sustained. Act as a resource for advice to patients, relatives/carers and staff.

- ☐ To actively promote a healthy lifestyle for patients & staff in line with national strategy requirements.

- **Communication**

- ☐ Provide support mechanisms for sharing good practice within the Ward/Department and Trust wide. Assist in the programme and provide clinical supervision, as required for all registered nurses working in the Ward / Department.
- ☐ Delegate tasks and activities to a range of team members and evaluate outcomes in conjunction with the Ward / Department Manager.
- ☐ Maintain and promote effective communication with all members of the multidisciplinary team and other Wards / Departments, including developing your formal presentation skills.
- ☐ Promote the corporate image of the Trust to all individuals, groups and organisations both within the Trust and to the community at large.
- ☐ Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive ward team and the achievement of team objectives
- ☐ Contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.
- ☐ Contribute to Directorate / Site bleep cover arrangements as required.

- **Policy development**

- ☐ Lead on delegated projects relating to local policy development.
- ☐ To be actively involved in the development of Trust policies and procedures at ward / department level, the implementation and reinforce their use.

- **People management**

- ☐ Assist in the management of staff attendance, poor performance, disciplinary and grievance issues in the clinical area.
- ☐ Actively manage own annual leave in line with Trust and local Policy and Procedure and as delegated help others to do the same.
- ☐ Assist in the recruitment, retention and selection of staff.

- ☐ Participate in the Trust appraisal and personal development plan schemes by meeting with their manager at least annually.
- **Service development**
  - ☐ To participate in staff education and development, including orientation and supervision and act as a mentor and resource for learners and the nursing team and the multi-professional teams.
  - ☐ Maintain, update and develop personal and professional knowledge and skills, using the Trust's Performance Review System, enabling standards of patient care to be constantly monitored and improved.
  - ☐ To participate in the business planning process, helping to identify areas for service development.
- **Resource management**
  - ☐ Assist the ward / department manager in the effective and efficient use of resources by adhering to the procedures for the use of supplies. Ensure appropriate activation of Bank and Agency staff when permanent staff are unavailable.
  - ☐ Ensure appropriate staffing levels and skill mix are scheduled to reflect the workload and meet the needs of the patient.
  - ☐ To be a role model to other staff in adopting a flexible approach to personal duty rostering.
- **Information management**
  - ☐ Identify areas where local audit is needed, conduct the audit and analyse the data with support.
  - ☐ Arranges for the collection and analysis of audit and research data as required.
  - ☐ To have an active intranet account and act as role model for others.
  - ☐ Participate in the collection of audit and research data as required.
  - ☐ Use data which will contribute to the improvement of patient care.
  - ☐ Use the Trust internet to enhance care and for professional development.
  - ☐ Undertake relevant training for electronic information systems in place and under development.

- Following Trust/local guidelines to access results from the PAS system.

### **Further sections**

- To ensure all team members have a voice in the development of the (insert name) service to patients/customers.
- To maximise the potential of all team members.
- To ensure in conjunction with the ward/departmental managers that identified members have a meaningful appraisal/personal development plan that includes feedback to the individual from a selection of internal customers and team members.
- To provide a safe and attractive working environment for team members within available resources.
- To attend and play a major role in corporate groups as a representative of the directorate and team.
- To represent the clinical area on working groups as appropriate and at relevant conferences at regional and national level and on working groups as appropriate.

### **Other duties**

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.**

To undertake any other duties commensurate with the grade as requested.

### **ADDITIONAL INFORMATION:**

#### **Trust mission**

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education.

#### **Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by either Trust for any unauthorised purpose or disclosure such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trusts.

### **Health and Safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Patient & public involvement**

All staff would have a responsibility to contribute to the implementation of the patient and public involvement (PPI) strategy and associated action plans.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

## **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group’s code of conduct (eg NMC, GMC, DoH Code of Conduct for Senior Managers).

**CRIMINAL RECORD BUREAU CHECKS (where relevant)**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

**Core behaviours for all Trust staff:**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

Confirmed as accurate by post-holder:.....

Date:..... Confirmed as accurate by manager:.....

Date:.....





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## PERSON SPECIFICATION

### GENERAL INFORMATION

**Post:** Senior Staff Nurse

**Band :** 6

**Department:** ITU

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b><u>EDUCATION &amp; QUALIFICATIONS</u></b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Relevant post-registration course</li> <li>• Mentorship Course</li> <li>• All staff are expected to take responsibility for their own continual personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Management/leadership course</li> </ul>
<b><u>EXPERIENCE &amp; KNOWLEDGE</u></b>	<ul style="list-style-type: none"> <li>• Extensive post registration experience.</li> <li>• Experience in the supervision of junior staff/others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in change management</li> <li>• Experience in HDU</li> </ul>

<b><u>SKILLS &amp; ABILITIES</u></b>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Evidence of continuing professional development</li> <li>• Proven communication skills both orally and in writing</li> <li>• Proven teaching and assessing skills</li> <li>• Flexible to change</li> <li>• Able to prioritise and meet deadlines</li> <li>• Able to manage difficult situations effectively</li> <li>• Able to use initiative</li> <li>• Venepuncture</li> <li>• Demonstrates an awareness of the wider NHS organisation and its service developments</li> <li>• Demonstrates evidence of applying current research to</li> </ul>	
	<p>practice</p> <ul style="list-style-type: none"> <li>• Experience of audit and research</li> <li>• Experience of using computer packages</li> </ul>	
<b><u>PERSONAL QUALITIES</u></b>	<ul style="list-style-type: none"> <li>• Assertive attitude</li> <li>• Approachable</li> <li>• Positive change agent</li> <li>• Calm and objective</li> <li>• Self motivating and able to motivate others</li> <li>• Kind and compassionate</li> <li>• Commitment</li> <li>• Smart and pleasant appearance</li> <li>• Punctual</li> <li>• Caring nature</li> <li>• Ability to work within a multidisciplinary team</li> </ul>	
<b><u>OTHER REQUIREMENTS</u></b>	<ul style="list-style-type: none"> <li>• Reliable work record</li> </ul>	

Date: