

# Senior Staff Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Senior Staff Nurse**

**Division – Medicine**

**Department – Acute Medical Unit, Ward A400**

**Band – 6**

**Salary - £35,392 - £42,618**

**Location – Bristol Royal Infirmary**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

As deputy to the Sister/Charge Nurse, the Senior Staff Nurse is instrumental in ensuring the application of effective clinical practice by all staff so patients received the highest possible standard of care.

Responsible for day to day management of the clinical area.

To be the patients advocate and provide them with a vehicle to express their views on their nursing and medical care.

To facilitate effective communication between all members of the multidisciplinary team and associate departments, possess excellent skills in providing the often sensitive and highly emotive information given to patients and relatives.

The post holder will be responsible for ensuring a professional atmosphere is maintained at all time and has the ability to address members of staff behaving inappropriately or to manage any conflict arising in the absence of the Sister/Charge nurse.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - Our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust -** Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly

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### Main Duties and Responsibilities

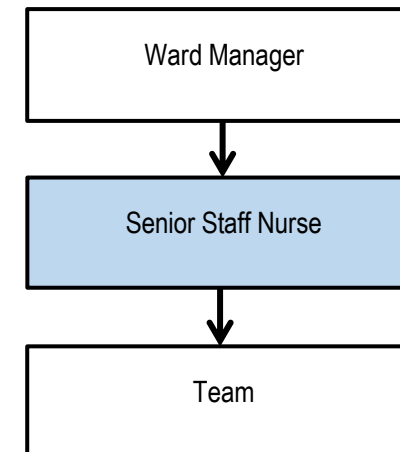
#### MANAGEMENT

- To liaise with other relevant internal/external agencies to ensure optimum progression of care.
- To assist Sister/Charge Nurse with continuing responsibility for health and safety including the safe use and maintenance of medical devices.
- To provide sound leadership and motivation for staff. Be actively involved in recruitment and staff development reviews. Facilitate orientation and training programmes.
- To act as nurse or ward representative at local and wider meetings.
- Share responsibility with the Sister/Charge Nurse for maintaining staff records e.g. sickness, annual leave
- Work within the boundaries of clinical governance as defined by the Trust
- To respond appropriately to a rapidly changing environment whilst maintain high standards of care.
- To manage complaints from relative/patients, to prevent further escalation whilst promoting support to the Sister/Charge Nurse.
- Professional accountability for all actions and recognise limitations of the role.
- Act as a leader and role model for all staff.
- Act up and cover supervisory when they are absent from the unit.

#### CLINICAL

- Act as a clinical expert and role model providing specialist knowledge and advice to both nurses and junior medical staff working within the ward/unit.
- Act as a resource to other areas within the Trust and required.
- Aim for proficiency in all appropriate extended practices within the defined clinical area and demonstrate up to date knowledge and skills.
- Assess, implement and evaluate the delivery of patient care.

### Organisational Structure



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- To be actively involved in the collection of data regarding clinical audit, trails/studies and endorsing positive outcomes into clinical practice.
- To participate and assist with systematic monitoring of performance and evaluation of nursing practice.
- Be responsible for care of a group of patients, assessing and implementing plans of care and ensuring patient safety at all times

### EDUCATION

- To work with the Sister/Charge Nurse to ensure that the staff work collaboratively and effectively and possess the relevant clinical skills/knowledge to meet the Departmental objectives.
- To act as mentor/assessor to junior staff and to participate with enabling clinical supervision.
- Participate with education programmes.
- Self-development through competencies and other identified training needs.

### COMMUNICATION

- Expected to liaise with and support the Charge Nurse / Sister
- Expected to manage staff expectations
- Communicate effectively and professionally with other professions, site team, medics, junior staff and managers, maintaining professional boundaries and respect.
- Execute telephone conversations in a professional manner

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Significant Emergency Care and Acute Medicine experience in an Acute hospital setting (E)
- Evidence of Clinical Competence in critical care Assessment (E)
- Ability to take the lead on innovative practice (E)
- Experience of teaching/mentoring/support staff (E)

### Skills and Abilities

- Evidence of recent relevant continuous professional development. Clinical competence in all aspects of Emergency Care (E)
- Ability to direct, supervise and lead more junior staff (E)
- Ability to work under pressure and prioritise care to ensure high standards are maintained (E)
- Excellent communication skills both written and verbal (E)
- Ability to identify problems and act appropriately to maintain an efficient service (E)
- Competence in advanced skills such as cannulation (E)
- Evidence of the application of national strategies in clinical practice (E)

### Qualifications and Training

- Current NMC Registration (E)
- Emergency Care Course (E)
- Intermediate Life Support Course or equivalent (E)
- Recognised teaching/mentoring qualification (E)

### Aptitudes

- Supportive (E)
- Respectful (E)
- Innovative (E)
- Collaborative (E)

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University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

AMU has taken strides to develop a training pathway to create a clear career progression within acute medicine. We have created an Acute Medicine Module with our partners at the University of the West of England to help develop and upskill within our nursing work force, with view to expand opportunities within the speciality. We are always working closely with our sister units of SDEC and ED to explore opportunities to further experiences and training.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

AMU has taken huge steps to protect and look after staff's wellbeing. We have implemented self-rostering to allow staff to protect their work life balance. We are also always reviewing our practices to be in line with the Society for Acute Medicine, ensuring staff patient ratios are in line with policies.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



Version Issued: December 2021

