JOB DESCRIPTION

TITLE: SENIOR STAFF NURSE

RESPONSIBLE FOR: PROVISION OF NURSING CARE, HIGHGATE HOSPITAL

REPORTS TO: WARD MANAGER

RESPONSIBLE TO: DIRECTOR OF NURSING & CLINICAL SERVICES

ACCOUNTABLE TO: HOSPITAL DIRECTOR

SUMMARY OF POSITION:
- To provide high standards of nursing care
- To provide care that is safe, cost effective & patient-centred
- To deputise for the sister/charge nurse, as required
- To contribute to the professional leadership of the nursing staff

MAIN DUTIES AND RESPONSIBILITIES

Standards of Care

- To ensure that the highest standard of evidence-based nursing care is delivered to all patients and their families.
- To act as patient advocate, ensuring privacy, dignity and confidentiality are met.
- To monitor and ensure patient satisfaction and be proactive in managing any issues that are identified
- To act as a resource of clinical knowledge for junior nursing staff and ensure that nursing practices are meeting the required standards
- To promote reflective practice and learning in order to ensure that nursing care is research based, appropriate and responsive to patient needs
- To ensure that all provision of nursing care is documented on a timely basis and accurately reflects the patient experience
- To ensure that individual consultant care protocols are followed.
- To ensure a high standard of infection control and the prevention of all avoidable healthcare associated infections.
- To ensure the safe custody of all medications and controlled drugs and that all related policies and procedures are strictly adhered to.
- To ensure that all policies, procedures, guidelines and work instructions that relate to nursing are followed.
To participate in the setting of standards with the senior nurses and undertake clinical audits, as required.

To discuss and promote innovations that will improve patient care with the senior nurses.

To maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Managerial

To deputise for the Sisters/Charge Nurses when required and to efficiently manage the shift, ensuring that resources are used effectively whilst maintaining high standards of patient care.

To comply with all aspects of the Health & Social Care Act 2008 and ensure that the requirements of the Care Quality Commission (CQC) are met.

To support the senior nurses in implementing any new service development or initiative that affects nursing.

To ensure that Customer Care standards are adhered to.

To support the senior nurses in investigating incidents, accidents, concerns, near-misses, non-conformities and complaints, ensuring that statements are completed within agreed deadlines and in accordance with Aspen’s Clinical Governance Policy.

To support the senior nurses in ensuring with that all objectives and any actions identified for the wards are implemented and reviewed on a timely basis.

To order supplies as required.

To ensure that equipment is regularly checked and that any non-conformity is reported on a timely basis.

To complete activity figures and regular returns as required by the organisation

To report to the ward sister or ward manager any nursing issues of significance or concern

Financial:

To effectively manage the workload and ensure that all resources are used efficiently.

To ensure that agreed stock levels are maintained.
To be aware of the nursing service budget and be conversant with the monthly departmental performance reviews (DPRs).

**Staff Management**

- To support the senior nurses in exercising fair and firm leadership and maintaining high morale in the service.
- To monitor the level and standard of work produced by the junior staff and guide, coach and advise them as appropriate.
- To support the senior nurses in facilitating the professional development of all ward staff to ensure that they are competent to provide the service required.
- To maintain sound and effective working relationships and communication with all hospital staff and consultants.
- To support the senior nurses in ensuring that the junior staff are complying with all policies that are relevant to their role and area of working.
- To participate in producing staff duty rotas to meet the activity of the wards, ensuring that staffing levels appropriately reflect case mix and dependency levels.
- To participate in the recruitment process ensuring that all new staff receive an appropriate and completed induction to the hospital and wards that is documented
- To undertake and participate in appraisal reviews as per Aspen Healthcare policy
- To support the senior nurses in managing staff performance.
- To attend staff meetings

**Health and Safety**

- To understand and comply with all health and safety requirements ensuring that all relevant policies and procedures are adhered to.
- To ensure the safety of all members of staff, visitors and patients
- To ensure that all near-misses or non-compliances are reported and that any immediate actions are taken, as required
- To participate in risk assessments and Health & Safety audits, as required.
Other

- To maintain current awareness regarding developments in nursing.
- To ensure personal continuing professional development (CPD) is maintained to comply with NMC requirements and registration
- To ensure that all mandatory training is attended within the required timeframes.
- To attend hospital meetings, as required

Additional information

To be aware of and adhere to:

2. Company policies and guidelines.
5. No Smoking Policy.
6. Customer Care & Uniform Policies
7. To read and sign all policies issued to the department in accordance with the Health & Social Care Act 2008.

This list is not to be regarded as exclusive or exhaustive as there may be other duties and requirements associated with the post which you may be called upon to perform from time to time.

Penny Barker
Director of Nursing & Clinical Services

May 2013
# PERSON SPECIFICATION

**POST:** SENIOR STAFF NURSE  
**DEPARTMENT:** NURSING

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<th>SELECTION CRITERIA</th>
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| Qualifications and Training            | Registered Nurse                               | ENB 998 or similar mentorship course  
|                                        |                                                | CMS/DMS or similar first line management qualification                   |
| Experience                             | Surgical nursing experience – minimum of 2 years|                                                                           |
| Skills and Knowledge                   | Up to date on current nursing practice          | Understanding of private medicine and the relevant legislative frameworks |
|                                        | Evidence of on-going professional development   | Experience of clinical audit                                              |
|                                        | Awareness/understanding of current health/nursing issues. | Experience of financial management/budgets                                |
|                                        | Knowledge of clinical governance                | Experience of managing a team                                             |
|                                        | Knowledge of care standards & the role of the CQC|                                                                           |
|                                        | Good communication skills                       |                                                                           |
|                                        | - Verbal & written                              |                                                                           |
|                                        | Sound interpersonal skills                      |                                                                           |
|                                        | Basic people management skills                  |                                                                           |
|                                        | Sound organisational skills                     |                                                                           |
|                                        | Proactive approach to standard setting/problem solving. |                                                                           |
|                                        | Excellent customer care skills                  |                                                                           |
| Quality/Attributes                     | Enthusiastic                                    |                                                                           |
|                                        | Self-motivated                                  |                                                                           |
|                                        | Proactive                                       |                                                                           |
|                                        | Flexible                                        |                                                                           |
**TERMS AND CONDITIONS OF EMPLOYMENT**

**POST:** SENIOR STAFF NURSE

| **SALARY:** | £26,000 - £28,182 dependent upon experience and qualifications |
| **HOURS:** | 37.5 per week |
| **ANNUAL LEAVE:** | 5 weeks (1st Jan – 31st Dec) |
| **PROBATIONARY PERIOD:** | Three months |
| **COMPANY PENSION SCHEME:** | Voluntary Contributory Money Purchase Scheme – 3 intakes per year |
| **FREE HEALTH SCREENING:** | Following one year’s service |
| **PRIVATE HEALTH INSURANCE** | Following one year’s service |