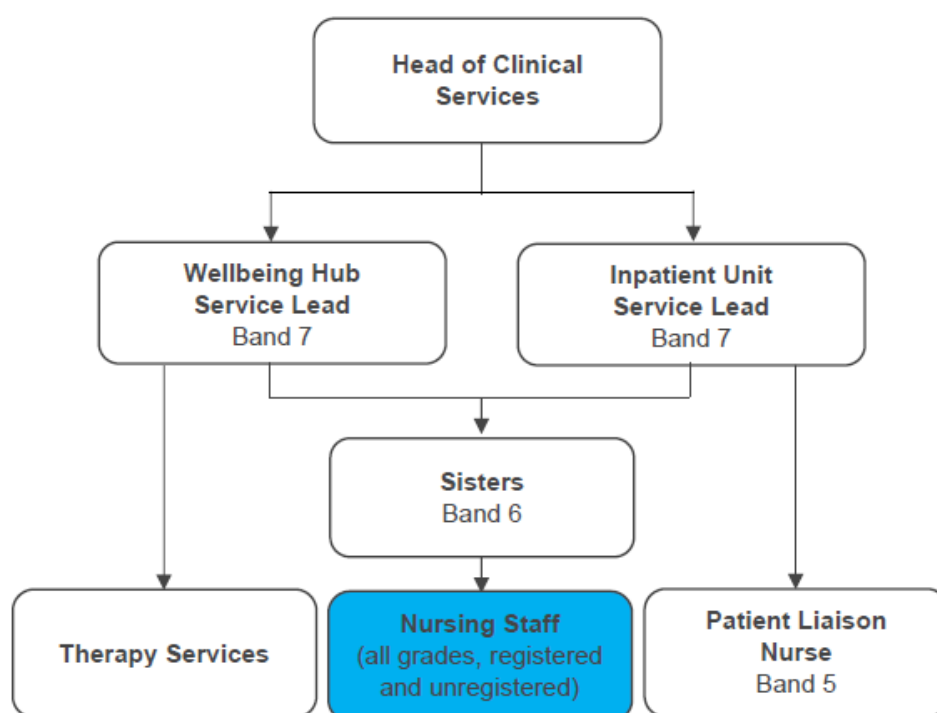


## JOB DESCRIPTION

|                        |                           |
|------------------------|---------------------------|
| <b>Job Title:</b>      | <b>Senior Staff Nurse</b> |
| <b>Department:</b>     | Clinical Nursing Team     |
| <b>Post Holder:</b>    | tbc                       |
| <b>Grade:</b>          | Band 5                    |
| <b>Reports to:</b>     | Service Lead              |
| <b>Accountable to:</b> | Head of Clinical Services |

### Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

|                                   |                                                                                                                                                                                                                                                                                 |                                                                                                              |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Job Purpose:</b>               | To work with others to ensure the highest standards of nursing and clinical care to patients and carers.<br>To advise and support staff, demonstrate a high level of competence in the speciality and broaden remit in line with current evidence-based knowledge and training. |                                                                                                              |
| <b>Key Working Relationships:</b> | Head of Clinical Services<br>Service Leads<br>Sisters<br>Senior Staff Nurses<br>Staff Nurses<br>Nursing Associates                                                                                                                                                              | Student Nurses<br>Student Nurse Associates<br>Members of the MDT<br>Housekeepers<br>Catering team<br>Porters |

|  |                                                                                   |                                       |
|--|-----------------------------------------------------------------------------------|---------------------------------------|
|  | Senior Clinical Nursing Assistants<br>Clinical Nursing Assistants<br>Medical team | Administration team<br>Education Team |
|--|-----------------------------------------------------------------------------------|---------------------------------------|

### ***Role Responsibilities:***

#### **Key Objectives**

- To promote and maintain the philosophy of the hospice.
- To make decisions based upon knowledge and experience and be accountable for those decisions in the absence of the senior members of staff.
- To work closely with other disciplines and deputise for the Sisters as needed.
- To promote and maintain high-quality patient care by acting as a role model for junior staff.
- To undertake advice line calls.
- Deliver Specialist Palliative Care to patients / families.
- To manage human resources and equipment.
- To ensure all staff work in accordance with Bolton Hospice policies, procedures and protocols.
- Ensure standards are maintained at all times.

#### **Professional / Clinical Practice**

- To work in accordance with the Nursing & Midwifery Council Code of Conduct.
- To provide clinical leadership and act as a role model in the delivery of high-quality patient care.
- To demonstrate advanced skills in the practice of palliative care.
- To promote the contribution of nursing within the multi-disciplinary team.
- To maintain and develop evidence based holistic care.
- Ensure accurate record keeping.
- Take on active role in clinical practice.
- To help create an environment, which reflects the Hospice's philosophy and its specialist palliative care approach.
- To manage the ward on a regular basis and ensure shifts have a safe skill mix at all times.
- Undertake medicine rounds in line with Bolton Hospice Management of Medicine policy.
- Develop good communication and professional liaison with all other personnel and agencies involved in the service delivery of palliative care.
- To promote effective communication between members of the multi-disciplinary team and users of the service.
- Ensure that all nursing care is carried out in accordance with Nursing & Midwifery Council Scope of Professional Practice.
- Ensure patients risk assessments are carried out daily.
- Identify own learning needs.
- Take opportunities to shadow more senior staff.
- Take opportunities to develop.
- Maintain effective discharge planning.
- Ensure the role of co-ordinator is arranged on every shift.
- Support junior staff in day-to-day responsibilities.

### **Evidence Based Care, Quality and Standards**

- With others, identify, formulate and undertake appropriate audit.
- To ensure that staff are aware of, and work in adherence to, Care Quality Commission – CQC and NICE.
- With others, define and agree care standards, monitor, evaluate and audit the implementation and effectiveness of these standards.
- Implement and monitor all relevant Hospice Policies and Procedures, Health and Safety Guidelines and professional regulations and guidelines.
- Adhere to Bolton Hospice Management of Medicines Policy.
- Ensure that all the policies and procedures of Bolton Hospice are adhered to.
- Be aware of Clinical Governance.
- Manage risk effectively.
- Manage potential complaints and report to the Sisters / Service Lead as appropriate.
- Maintain personal and professional development.
- Ensure equipment is maintained as appropriate, and necessary records are maintained.

### **Organisational/Managerial/Leadership**

- To have managerial responsibility for nursing staff in the absence of the Sisters.
- Be involved with induction of clinical staff as appropriate.
- Along with senior staff, participate in the recruitment process.
- Undertake regular education to develop leadership management skills.
- To be actively involved in developing services across the hospice.
- Ensure there are systems for staff support performance reviews, e.g. probation, appraisal.
- To ensure staff undertake personal development planning and receive adequate support and training to enable them to become competent within the clinical area.
- Manage sickness within the nursing team in the absence of the Sisters.
- Undertake a regular Appraisal review.
- To participate, under the guidance of the Sisters, in strategic developments within the organisation.
- Attend relevant hospice meetings in the absence of the Sisters.
- Contribute to the Hospice business plan by setting, with others, team objectives annually.
- Appropriately manage organisation and clinical change.

### **Education and Training**

- Identify own learning and development needs, based upon nationally and locally agreed requirements for the delivery and development of palliative care.
- To participate in teaching and training.
- Promote a positive clinical learning environment.
- Deliver the Preceptorship Programme for new members of staff.
- Support students in practice.
- Ensure quality placements for learners to facilitate the meeting of clinical objectives.
- To keep up to date with issues in nursing and nursing research, especially those relating to palliative care nursing.
- Undertake mandatory training and ensure staff receive mandatory training.

**Clinical Governance**

- Work with the clinical team to ensure that high standards of treatment and pathways of care, which are evidence based, documented and monitored, are in place.
- Manage clinical risk issues in collaboration with the Sisters.
- Participate in Audit.
- To promote the safety of patients, staff, visitors and volunteers at all times.
- Attend clinical meetings when required.
- Manage incident reporting in the absence of the Sisters.

**Communication**

- Lead ward/unit meetings, maintaining accurate records as appropriate.
- Maintain effective communication networks (written, verbal and electronic).
- Attend and participate in organisational meetings to ensure awareness of developments within the area of practice and organisationally.
- Communicate with other service users to provide support and efficiency both internally and externally.
- Lead on liaison with external agencies to plan discharges.
- Promote positive communications and relationships with the public.

**Other**

- The post holder may be required to rotate onto nights, or to different departments in the hospice, to reflect the needs of the service.
- Any other requirements as appropriate to the post and location.

**General Responsibilities:****Health and Safety**

All employees have a duty to report accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

**Confidentiality**

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

**Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

**Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

**Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

**Continuous Personal Development**

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within

the hospice.

### **Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

### **Living Our Values Everyday**

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

|                     |  |       |  |
|---------------------|--|-------|--|
| Employee Name:      |  |       |  |
| Employee Signature: |  | Date: |  |

|                    |  |       |  |
|--------------------|--|-------|--|
| Manager Name:      |  |       |  |
| Manager Signature: |  | Date: |  |

## PERSON SPECIFICATION

|                    |                           |
|--------------------|---------------------------|
| <b>Job Title:</b>  | <b>Senior Staff Nurse</b> |
| <b>Department:</b> | Clinical Nursing Team     |
| <b>Grade:</b>      | Band 5                    |

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

|                            | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>DESIRABLE</b>                                                                                    | <b>METHOD OF ASSESSMENT</b> |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------|
| <b>QUALIFICATIONS</b>      | Registered General Nurse<br>Diploma/degree or relevant experience<br>ENB998 or Mentorship/Preceptors                                                                                                                                                                                                                                                                              | Enhanced Communication Skills<br>EOLC Module                                                        | Application<br>Certificates |
| <b>EXPERIENCE</b>          | Significant experience in specialty<br>Proven experience of managing change<br>Experience or training in carrying out appraisals<br>Application of evidence to practice<br>Evidence of multi-professional working<br>Experience of audit<br>Experience of supporting junior staff<br>Understanding and evidence of application of the NMC and other professional codes of conduct |                                                                                                     | Application<br>Interview    |
| <b>SKILLS</b>              | Ability to manage risk effectively<br>Ability to plan personal and professional development of self and others<br>Clinical credibility within the sphere of palliative care<br>Computer literacy<br>Excellent written and oral communication skills<br>Punctual, reliable and flexible<br>Ability to prioritise and manage time effectively<br>Numeracy skills                    | Ability to manage poor performance<br>Teaching skills<br>Presentation skills                        | Application<br>Interview    |
| <b>KNOWLEDGE</b>           | Up to date knowledge base of specialty                                                                                                                                                                                                                                                                                                                                            |                                                                                                     | Application<br>Interview    |
| <b>PERSONAL ATTRIBUTES</b> | Able to work proactively, independently and on own initiative<br>Adaptable and able to work in a team environment<br>Able to work under pressure<br>Assertive and confident<br>Ability to inspire trust and respect<br>A commitment to the vision and values of Bolton Hospice                                                                                                    | Full clean driving licence and access to vehicle for business use subject to the Equality Act 2010. | Application<br>Interview    |