

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: : Senior Staff Nurse (F Grade)

Responsible to: Ward Manager

Department(s):

Directorate:

Operating Division:

Job Reference:

No of Job Holders:

Last Update (insert date):

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and evaluation of programmes of care ensuring the delivery of high quality care to patients. In the absence of the ward manager the post holder will have continuing responsibility for the management of a ward area including supervision and deployment of staff.

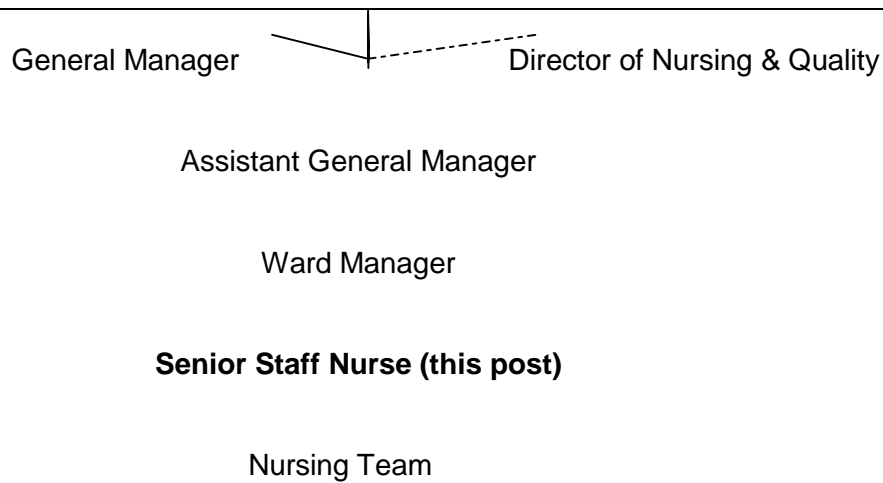
3. DIMENSIONS

[insert as appropriate to area]

To include:

- Staff Management/Supervisory responsibilities, including numbers and levels
- Budgetary Responsibilities (supplies ordering, petty cash)
- Number of beds

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

[insert as appropriate to area]

To provide a high quality, safe and supportive environment in order to care for patients within (insert specialist area/department) meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

1. To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients in the ward area to ensure delivery of a high standard of care.
2. In the absence of the ward manager assume responsibility for the management of daily operational responsibilities in the ward including, work allocation, deployment and supervision of staff to ensure smooth running of the ward.
3. In conjunction with the Ward Manager to set, monitor and evaluate standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of a high quality service.
4. In conjunction with the Ward manager to ensure that all nursing staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff. Would also propose changes to policies/procedures and working practices within own area.
5. To participate in leading, supporting, counselling and appraising junior grades of staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained.
6. To undertake teaching of qualified and unqualified nursing staff, including basic and post-basic students, and participate in the implementation of staff personal development plans to facilitate and

meet ongoing development needs.

7. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.
8. To ensure that equipment (both disposable and non-disposable) is maintained and stock managed to ensure economical use of all resources.
9. To participate in clinical audit and research programmes within the ward area to ensure continuous development of evidenced based practice.
10. Responsible for maintaining patient records within agreed standards.
11. [Any budget responsibility should be inserted.]

7a. EQUIPMENT AND MACHINERY

[insert as appropriate to area]

The Senior Staff Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.

Examples of equipment and machinery used [NB: core machinery may be evident although used in different ways depending on area]:

Very specialised:

Blood gas analyser

Specialised:

CPAP

Generic:

GEMINI pump

Hoist

7b. SYSTEMS

[insert as appropriate to area]

Budgetscan/Timesheet recording – roster input

Maintenance of patient records

TIS scoring (eg used in ITU to establish dependency)

HOMER – patient administration, discharge details

8. ASSIGNMENT AND REVIEW OF WORK

The Senior Staff Nurse will be responsible to the Ward Manager for clinical guidance and professional management, work review and formal appraisal of performance.

The post holder will delegate/allocate work to the nursing team.

9. DECISIONS AND JUDGEMENTS

Assessment of more complex patient condition and provision of advice to junior staff in clinical decision making

Analysis of patient condition and subsequent planning of care.

Deployment of staff in the absence of the ward manager.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care and existing resources.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The postholder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Junior nursing staff – patient care, allocation of work, workload issues

Other relevant departments within the Division eg Estates, Supplies, Human Resources, Fire Officer, Infection Control.

Staff Organisations

External:

Discharge planner

Social Services – regarding patient discharge

Other relevant external agencies – regarding patient care

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

[insert as appropriate to area - indicating level and frequency)

Examples may include:-

Physical Skills:

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Removal of sutures.

Physical Demands:

Physical manual handling of patient, patient movement with use of mechanical aides

Push trolley's, wheelchairs

Stand/walking for the majority of shift.

Mental Demands:

Retention and communication of knowledge and information.

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.

Concentration required when observing patient behaviours which may be unpredictable

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.

Caring for the terminally ill.

Caring for patients following receipt of bad news.

Supporting staff in the work environment.

Working Conditions:

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (indicating how frequently this is undertaken ie daily, several times each shift)

Exposure to verbal aggression (indicating frequency)

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse/RMN/RSCN (insert as appropriate to area) with 3 years experience at E grade level.

Educated to degree level (or working towards).

Evidence of further education including post graduate certification/diploma/CPD in relevant area.

The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: