



- POST:** **SENIOR STAFF NURSE**
- EQUIVALENT GRADE:** AFC Band 6
- RESPONSIBLE TO:** Ward Manager/ Ward Sister/Charge Nurse
- ACCOUNTABLE TO:** Director of Nursing & Operations
- KEY RELATIONSHIPS:** Head of Clinical Services; Senior Nurse, Quality Assurance Officer; Training Co-ordinator; MDT Lead; Multidisciplinary Team Members; Residents; Relatives & Carers

### **INTRODUCTION**

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The jobholder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

### **JOB DEFINITION AND COMPETENCIES**

- \* Deputise for the Ward Sister/Manager as and when required.
- \* Support and advise Registered Nurses in the absence of the Ward Sister/Ward Manager/Night Sister/Charge Nurse.
- \* Act as the Named Nurse/Associate Named Nurse for an identified caseload of residents taking responsibility for the assessment, planning, implementation and evaluation of their care.
- \* Ensure that each resident has an accurate care plan and that a regular review report is completed.
- \* Develop a specialist link role as agreed with the Ward Sister/Charge Nurse/Ward Manager and Head of Clinical Services/Director of Nursing & Operations
- \* Take the lead role at multidisciplinary team meetings when required, ensuring clear documentation and appropriate action plan is initiated.
- \* Work in conjunction with the multidisciplinary team to ensure that agreed treatment programmes are implemented.
- \* Facilitate appropriate social and recreational activities for residents.
- \* Participate in the induction and preceptorship of new staff members.

- \* Act as a mentor for pre and post registration students and QCF Diploma students.
- \* Deliver specific in-service training as delegated by the Director of Nursing & Operations and Training Co-Ordinator.
- \* Contribute to the development of evidence based practice within the ward environment.
- \* Regularly take charge of the ward on a shift basis, as delegated by the Ward Manager/Ward Sister/Night Sister
- \* Supervise junior members of staff on a shift basis to ensure that the needs of each resident are met.
- \* Support junior Registered Nurses to develop their Named Nurse / Associate Named Nurse role
- \* Support and encourage introduction of new developments within the ward.
- \* Act as an advocate and champion of Care for Veterans' organisational policies and procedures.

### **PERSONAL / PROFESSIONAL REQUIREMENTS FOR ROLE**

- Registered Nurse with live NMC registration
- Mentorship qualification/ENB998
- Sound knowledge of CQC legislation and Fundamental Standards required for care homes for adults.
- Ability to look at things from a resident's perspective and encourage team members to do the same.
- Communicates expectations firmly, reasonably and respectfully; able to communicate complex ideas into simple user friendly language, high levels of tact and diplomacy.
- Able to multi-task under pressure
- Able to manage own time effectively and delegate responsibly
- Proven level of managerial experience
- Good problem solving skills coupled with the ability to draw on knowledge and experience from co-workers when required.
- Able to make sound clinical decisions on own initiative
- Able to write clear and objective observations and care plans
- Calm under pressure with good attention to detail
- Proactive
- Decisive
- A good team player
- Approachable
- Professional in manner and presentation

### **Organisational Competencies**

The following organisational competencies are applicable to all employees working at The Queen Alexandra Hospital Home.

**1 Budget Management and Resource Control**

- \* Use available resources appropriately
- \* Identify and report shortages
- \* Suggest measures which would make more effective, efficient and economical use of resources

**2 Developing teams, individuals and self**

- \* Identify individual learning needs and undertake required development plan
- \* Actively participate in the appraisal (IPR) process
- \* Provide feedback to Line Managers where there are difficulties

**3 Planning, Allocating and Evaluating work**

- \* Undertake agreed activities in line with departmental objectives
- \* Contribute to the review process by providing feedback on work activities

**4 Recruitment and Selection**

- \* Contribute to the selection and orientation of new staff

**5 Managing Change**

- \* Remain open and receptive to change
- \* Work with others to implement change
- \* Take part in the evaluation of change

**6 Data Protection**

- \* Adhere to legislative requirements by ensuring the compliance of oneself and others

**7 Health and Safety**

- \* Adhere with legislative requirements by ensuring the compliance of self and others

**8 Disability Awareness**

- \* Acknowledge and value the contributions of all residents
- \* Display an understanding of the needs of individuals with disabilities
- \* Respect the privacy and dignity of all residents at all times

**9 Equality awareness**

- \* Demonstrate behaviour that upholds the organisation's Equality and Respect policy.

## **10 Communication**

- \* Ensure that all documentation is legible and accurate
- \* Must have a good level of computer literacy, including Microsoft office
- \* Ensure that verbal explanations are clear and accurate
- \* Ensure that you communicate in a friendly and helpful manner in all interactions.
- \* Actively participate in the team briefing process
- \* Minimise jargon and abbreviations
- \* Actively listen to others views before expressing own views
- \* Share relevant information with appropriate colleagues

## **11 Organisational Awareness**

To demonstrate motivation, commitment and critical awareness of their role, and that of their team members by:

- \* Promoting good practice to achieve the aims and objectives of the organisation
- \* Being positive about the organisation and its vision
- \* Attending all mandatory training as stipulated by the organisation
- \* Being aware of and adhering to all organisational policies and procedures

## **12 Personal Awareness**

- \* Demonstrate appropriate behaviour in stressful and difficult situations
- \* Display an awareness of your own capabilities and areas for improvement
- \* Initiate and participating in the change management processes

## **13 Teamwork**

- \* Recognise and value individual team members
- \* Display sensitivity to others' feelings and needs
- \* Acknowledge and uphold equal opportunities for all team members

## **SPECIALIST COMPETENCIES**

### **14 Statutory obligations and codes of conduct**

Hold a live registration with the Nursing and Midwifery Council and ensure compliance with the Nursing and Midwifery Council 'The Code' (2015) by:

- Acting always in a manner as to promote and safeguard the interests and well-being of residents
- Ensuring that no action or omission on your part, or within your sphere of responsibility, is detrimental to the interests, conditions or safety of residents
- Maintaining and improving your professional knowledge and competence
- Acknowledging any limitations in your knowledge and competence and declining any duties or responsibilities unless able to perform them in a safe and skilled manner

**15** Adhere to professional standards and guidelines as laid down by the Nursing and Midwifery council in relation to:

- The Code
- Revalidation
- Accountability
- Confidentiality
- Preceptorship Professional Practice
- Record Keeping
- PREP
- Accurately assess the total nursing needs of residents within the caseload using an agreed model of care.
- Implement and evaluate a plan of care to meet the identified needs in the assessment
- Demonstrate the necessary clinical expertise and knowledge to meet the needs of residents within the ward
- Develop specialist knowledge and expertise of nursing practice to act as a resource for other staff
- Demonstrate an ability to reflect on own practice and modify it in response to research
- Actively participate in the assessment and mentorship of student nurses

This job description and person specification represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_