

Job Description

Job Title	Senior Staff Nurse
Salary Band	Band 6
Division/Service Line	Adult Inpatients
Department	Wards

Job Overview

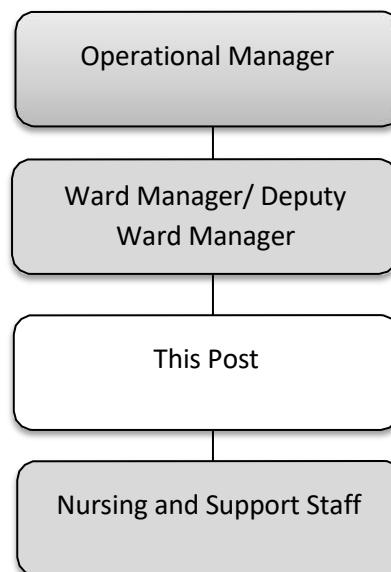
The Senior Nurse is expected to provide clear clinical leadership to the operational team on the ward, including staff nurses and healthcare assistants. They will do this, first and foremost by themselves providing exemplary practice.

They will also take on specific management duties on the ward that are commensurate with their grade, and provide general management in the absence of the Ward Manager or deputy. These duties will focus on the delivery of direct clinical care.

The post holder will be expected to lead in the day to day delivery of this care and work flexibly across existing shift patterns. The post holder will lead on specific service developments within the ward as agreed

The post holder will provide clear ongoing clinical leadership in the ongoing benchmarking and good practice evolution and implementation

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- Internal:
 - Multi-disciplinary Team
 - Service Users
 - Carers
 - Support Services Staff
 - Other inpatient units and all departments within CFT.
- External:
 - General Practitioners
 - Department of Adult Social Care
 - Statutory Services and Voluntary
 - Other Public Sector Agencies/ Authorities
 - Acute care settings
 - Recovery services
 - Independent provider services
 - NHS Kernow
- Demonstrates competence in both written and verbal negotiation skills and the ability to accurately communicate information to patients, their relatives and the multi-professional team both within the department and beyond
- Competently provides and receives complex information through a range of communication methods, verbal, written, telephone communications and e-mail as appropriate, maintaining patient confidentiality and adhering to Caldicott Guidelines
- Nature of communication may be highly sensitive and contentious requiring a professional and calm disposition

Management and Personal Development

- The post holder will provide effective and efficient management of delegated resources within a defined clinical area while ensuring care delivery meets and addresses the issues of spirituality, equality diversity and rights in accordance with good practice and legislation.
- Act as a role model for junior staff of all professions, and in a manner, which positively reflects the values of the organisation and in a way, which will ensure that effective communication pathways exist with internal and external stakeholders aimed at developing current models of care
- Work at all times within the sphere of the NMC code of professional conduct, maintaining personal registration with the NMC
- Mentor student nurses on placement and those undertaking preceptor programme
- Adhering to all Trust policies and procedures
- Have sufficient knowledge of the mental health act
- Support the Trusts clinical governance agenda
- Deliver clinical and line management supervision to other registered and non-registered staff.
- Responsible for participation in the Trust appraisal process, that identifies in conjunction with appraiser your own personal development and training needs
- Deputise for the Ward Manager or Deputy Manager and support where necessary
- Have an understanding of the financial constraints of the unit, working to provide cost effective services

Clinical Activities

- The post holder will have the ability to contribute to high quality, patient focussed care, acting as a role model to junior staff and demonstrating clinical expertise and take a clinical lead in this area on a day to day basis
- Have an in-depth, up to date knowledge of clinical developments relevant particularly in the area of physical health care agenda
- Contributes to quality initiatives and clinical guidelines on the ward, promoting benchmarking, audit, innovation and standards that are evidence based and lead on specific areas
- Ensuring that the dignity and respect of service users is maintained
- Follow planned interventions and monitor service users progress. Using a pragmatic and practical approach to working with people with mental health problems.
- Provide feedback through discussion with the clinical team, reports and interaction with service users
- Ensure that professionally qualified staff undertake assessment, planning, implementation and evaluation of care programmes and maintain accurate records
- Ensure risk assessments are carried out appropriately and management plans are devised
- Involve patients and carers in decisions regarding care and act as a named nurse
- Ensure governance requirements are met on a daily basis
- To be flexible in working patterns to meet the needs of Adult wards in the Trust and to also to participate in both day and overnight working in Children's inpatient wards as required for Emergency cover

Strategic Development, Planning and Organising

- To participate in research and audit
- Be involved in the development of policies and procedures
- To lead on specific service development on the ward to include PIPA
- To lead on the implementation of developments with the clinical setting
- Being proactive in maximising health, wellbeing, social inclusion and independent living
- Participating in relevant health promotion aspects of the service

Administrative

- Preparing agreed assessment reports/treatment plans accurately in the accepted format
- To maintain adequate records as required by existing procedures, entering appropriate details on service users case notes as necessary, show a willingness to attend training to facilitate recording information electronically

IT Systems and Processes

- To assist in the maintenance and recording of both written and electronic health records in accordance with Trust policies and procedures and standards of record keeping.
- To maintain safe and acceptable standards of practice in accordance with the NMC Codes and Trust policies and procedures
- To use electronic Trust systems including systems for learning, incident reporting, record keeping

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.



Person Specification

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Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Current professional registration – NMC	✓	
Professional qualification – RMN	✓	
Post graduate specialist training to degree level in relevant subject area or equivalent Experience	✓	
Mentoring qualification or being willing to work towards this qualification	✓	
Sign-off mentor qualification or being willing to work towards this qualification	✓	
Current experience of working in an inpatient environment post qualification	✓	
Experience of working with patients with complex and challenging needs	✓	
Knowledge of recovery and rehabilitation principles	✓	
Working knowledge & experience of the mental health act and other legislation	✓	
Experience in managing a team/service		✓
<i>Skills and Aptitude</i>		
Excellent written and verbal communication skills	✓	
An ability to act calmly in emergencies and to respond in a professional manner	✓	
Strong commitment to teaching and learning	✓	
Ability to remain calm in stressful and challenging situations	✓	
Budget management skills	✓	
<i>Knowledge and abilities</i>		
Knowledge of health and safety requirements	✓	
Knowledge and application of workforce planning, supervision and appraisals	✓	
Proven organisational skills	✓	
Strong team player able to motivate and engage positively with colleagues	✓	

Confident in working autonomously and delivering high quality care	✓	
<i>Personal Qualities</i>		
Able to prioritise workload of self and others	✓	
Be prepared to work outside normal office hours as required	✓	
Be committed to on-going personal and service development	✓	
Enthusiastic, reliable, intuitive, imaginative & progressive in approach to work	✓	
<i>Other</i>		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	

