

# JOB DESCRIPTION

## FAMILY SERVICES

<b>JOB TITLE:</b>	Senior Staff Nurse
<b>BAND:</b>	Band 6
<b>ACCOUNTABLE TO:</b>	Neonatal Unit Manager
<b>REPORTS TO:</b>	Neonatal Unit Manager

## OUR VALUES

### CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

### HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

### ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

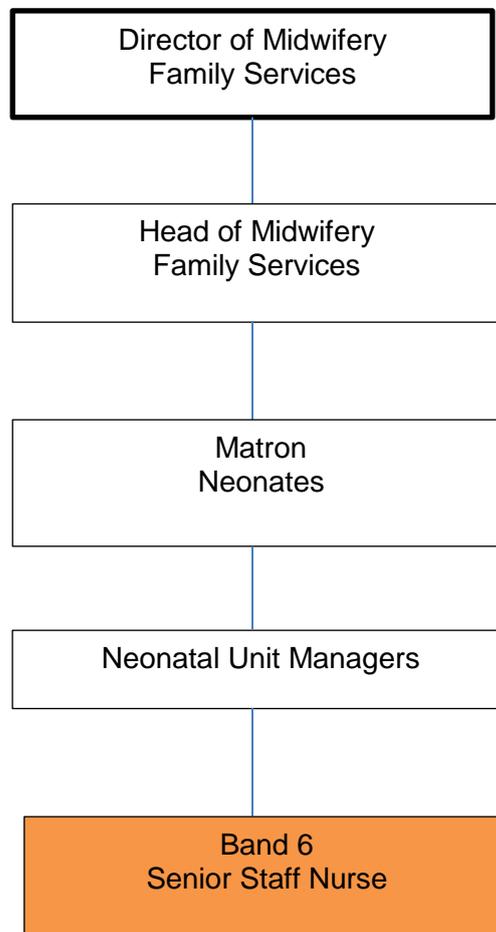
We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

### JOB SUMMARY:

The post holder will be working clinically as a valued member of the nursing team. You will work in partnership with the Unit managers to provide highly skilled clinical practice, be a role model and provide leadership for a ward based team of qualified and non-qualified staff. The post holder will be required to co-ordinate the Neonatal Unit on a daily basis and ensure a positive patient experience through the delivery of high standards of evidence based patient care. The role will include;

- Leading nursing practice within the clinical area.
- Securing and assuring the highest standards of clinical care with the support of the Unit Manager and Junior Sisters.
- Respond to the needs of the unit and seek resolution in a safe and effective manner.
- The effective reporting of clinical and non-clinical risk to the Unit manager.
- Supporting the team of staff on duty
- Co-ordinator of care delivery, admission and discharge to the unit
- Liaison with the Neonatal Network regarding movement of patients

The post holder will be expected to deal with day to day complaints and queries from staff, parents or relatives and escalate these as necessary.



## KNOWLEDGE AND SKILLS

### 1. Communication and Relationship Skills

- In conjunction with the Unit Manager and Junior Sisters will maintain an efficient communication system ensuring dissemination of information to all staff.
- Be a team leader for a group of Band 5 staff nurses
- Ensure an effective communication link between the families and the unit team and act as an advocate for the family
- Ensure accurate and detailed written communication is documented and legible
- Facilitate the development of an environment, which allows other members of staff to have an opportunity to put forward ideas and suggestions for improvements in patient care.
- Maintain effective communication links with all other disciplines, wards and departments.
- Encourage the provision of feedback to colleagues at all times.
- Actively supports families, communicating difficult and complex information using a variety of methods, to ensure effective understanding.
- Demonstrates empathy and compassion toward parents and families.
- Represent the unit in multidisciplinary meetings for the Junior sisters when required ensuring information is communicated to the wider team as appropriate.
- Develops and ensures effective communication with parents and staff to assist them in making decisions about the organisation and delivery of care. Ensures that staff are updated on service changes and have the opportunity to communicate concerns.
- 

### 2. Knowledge, Training and Experience

- Use neonatal clinical skills and knowledge to provide specialist advice and support to peer group staff, parents and relatives.
- Act as a clinical expert and positive role model for all staff, cascading specialist knowledge to the rest of the team
- Provide professional leadership, advice and guidance to nursing and non-nursing staff, within the nursing environment and foster collaborative partnerships with other disciplines.
- Lead and develop the supervision and management of clinical nursing practice within area of responsibility to ensure safe and effective holistic evidence based care
- Lead in the development of clinical standards ensuring these are set, embedded and monitored in accordance with the needs of the service in conjunction with the unit Manager
- Liaise with the multidisciplinary team in planning patient care, implementing measures to improve the patient pathway
- To deliver nursing care of the highest possible standards to patients in your care by ensuring that nursing assessment, implementation and evaluation of patient care are undertaken competently by all staff
- Lead and facilitate decision making within the Unit and the development and implementation of unit objectives
- Seek training on all equipment prior to use and ensure that this knowledge is cascaded to other members of the team
- Support staff whilst on duty and empower staff to contribute to change

### 3. Analytical Skills

- Resolve problems associated with the day to day running of the unit, inclusive of taking action to remedy these issues
- Take action on management of the staff rota's on a day to day basis, escalating as appropriate
- Investigate all accidents, incidents and complaints as delegated by the Matron or the Unit Manager, reporting them to the appropriate personnel, along with the relevant documentation, in a timely manner and contributes to policy and practice changes arising from audits and complaints and incidents.
- Contribute to formal complaint investigations, written responses and attendance of complaint meetings
- To ensure that learning from complaints is evidenced and actioned within the Unit.

### 4. Planning and Organisational Skills

- Support and assist the Unit Manager to provide continuing responsibility for the Unit.
- Ensure staff competence for clinical practice procedures, using trust competency framework, including appropriate underpinning knowledge and practice skill
- To support and assist the Unit manager to monitor performance and manage the nursing staff in area of responsibility, ensuring all employment records are locally maintained and current in the absence of the Junior Sisters.
- To Support and assist the Unit Manager to ensure that all staff update mandatory training in line with Trust guidelines
- To support and assist the Unit Manager to monitor performance and manage the nursing team

Promote timely progression of patients through their pathway by;

- Ensuring all patients with an extended length of stay have a robust clinical management plan in place.
- Influencing and advising on appropriateness of the Neonatal patient pathway identifying complex situations that require analysis, interpretation and evaluation of options in complex discharges.
- Ensuring Senior nurses are on all ward rounds
- Support patient placement processes by ensuring accurate reporting and monitoring of bed occupancy status
- Identify actual and potential discharges in order to predict future bed availability.
- Ensure attention to detail during ward rounds and assurance that the rounds are respected

### 5. Physical Skills

Delivers core neonatal clinical skills which include a range of nursing duties to ensure the neonate's comfort at all times, this will include for example;

- Administration of medication
- Administration of Intravenous injections and IV therapy
- Helping to establish feeding in neonates
- Assisting with hygiene needs
- Caring for neonates receiving oxygen therapy
- Caring for neonates on continuous monitoring
- Deliver emergency resuscitation
- Delivery of infection prevention and control skills are utilised and adhered to

Delivers advanced care to neonates requiring intensive or high dependency care, these include for example;

- Care of the neonate requiring respiratory support
- Care of the neonate receiving continuous invasive monitoring
- Care of the sick neonate requiring time critical transfer
- Care for sick neonates requiring nitric oxide, cooling and oscillation

## RESPONSIBILITIES

### 6. Responsibilities for Patient/Client Care

- Act as clinical expert and positive role model for all staff
- Lead a team of staff, provide a communication link and support them with further development
- Provide professional leadership, advice and guidance to nursing and non-nursing staff, within the nursing environment and foster collaborative partnerships with other disciplines
- Lead and develop the supervision and management of neonatal nursing practice within area of responsibility to ensure safe and effective holistic evidence based care.
- Lead a comfortably challenging environment for staff to learn
- Lead in the development of clinical standards ensuring these are set, embedded and monitored in accordance with the needs of the service in conjunction with the Unit Manager
- Liaise with the multidisciplinary team in planning patient care, implementing measures to improve the patient pathway
- To deliver nursing care of the highest possible standards to babies in your care by ensuring that nursing assessment, implementation and evaluation of patient care are undertaken competently by staff
- Lead and facilitate decision making within the Unit and the development and implementation of Neonatal Unit objectives
- Ensure privacy and dignity of patients and parents is maintained at all times
- To ensure that learning from complaints is evidenced and actioned within the Unit ensure complaints are resolved by local resolution where possible

### 7. Responsibilities for Policy and Service Development

- The post holder is responsible for following Trust policy and procedures and ensuring compliance
- Responsible for adhering to the NMC professional code of conduct
- Be aware of network policies and how to access these
- Have an awareness of Neonatal policies and availability
- A responsibility for ensuring that all policies in use are within date and escalating this if deficiencies are found

### 8. Responsibilities for Financial and Physical Resources

- Ensure an efficient use of the nursing workforce.
- Responsible for supporting Unit Manager in effective budgetary management of the clinical area within agreed budgetary and activity levels
- Ensures the effective use of resources by members of the ward team
- Responsible for reporting faults with equipment, and removing from the clinical area until repaired.

#### **9. Responsibilities for Staff/HR/Leadership/Training**

- To contribute to management of the Unit
- Lead a team of staff ensuring information dissemination in a timely manner
- Maintain accurate staff records regarding annual leave, sickness and absence
- Conduct management of short and long term sickness in accordance with Trust policy in support of the Unit Manager.
- Support and assist Unit Manager and Teacher/practitioner in the development of annual education and training plans for staff within clinical areas
- Contribute to the production of ward based workforce plan
- Support Unit Manager in ensuring a system of annual appraisal for all ward staff in line with Trust objective target
- Ensure effective learning environment for all staff. Ensure effective mentorship support for students.
- Participate in the development and delivery of appropriate training materials/ programmes to promote professional development.

#### **10. Responsibilities for Information Resources**

- Responsible for ensuring staff are compliant with the Trust Information Governance policy standard
- Ensure own compliance with Information Governance training
- Responsible for providing accurate and timely records on patient care and performance using paper and IT based systems, in accordance with Trust policy

#### **11. Responsibilities for Research and Development**

- Participate in audits, and research-based studies to evaluate effectiveness of care interventions
- Support research projects at unit level
- Ensures effective communication links with the research team
- Promotes benchmarking and the dissemination of best practice
- Identifies areas for research and development, and initiates processes for this to occur
- Participates in receiving patient feedback and disseminates to appropriate team members, identifying any remedial actions.

#### **12. Freedom to Act**

- The post holder plans their workload and is responsible for the nursing team on the shift
- The post holder uses guidance, policies in accordance with their professional code of conduct, and in accordance to the needs of the patient group
- The post holder is required to use their own judgement, to define day to day work priorities and initiating plans affecting patient care
- Ensure own workload is planned, organised and efficient
- The post holder will be expected to make independent decisions related to the coordination of the unit

### **EFFORT AND ENVIRONMENT**

### 13. Physical Effort

- The post holder will be expected to work round the clock shifts
- The post holder will be working in an intense and sometimes stressful environment for lengthy hours and a degree of stamina will be required to support the day to day workload
- The post holder will have direct patient contact, delivering care in a variety of hospital settings in accordance with the needs of the patients
- The post holder may be required to work in awkward positions due to the nature of patient care

### 14. Mental Effort

- The post holder needs to be alert and be in a position to give full attention to the job
- The post holder may well need to switch between activities during the shift as emergencies take priority
- Responsible for producing accurate patient records
- Responsible for the management of a clinical environment where there are competing demands

### 15. Emotional Effort

- This covers nature and frequency of emotional demands on the jobholder arising from contracts or work with other people. This would include dealing with angry, difficult, upset or ill people and the extent to which it would lead to stress.
- The post holder is required to support an allocation of patients, through a range of treatments and experiences. Many of which can be highly distressing and challenging.
- The post holder is expected to support families on a day to day basis and refer to external support networks if required
- The post holder is expected to support, organise and facilitate de-brief sessions for staff
- The post holder will also support junior staff during stressful, distressing and challenging aspects of the job
- Must seek own support by reporting to the manager or occupational health with concerns
- Perform risk assessments on staff should concerns arise

### 16. Working Conditions

- This covers the nature, level, frequency and duration of demands arising from the environmental conditions and hazards which are unavoidable, which includes road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives and carers.
- The post holder is required to maintain close patient contact, which includes the handling of bodily fluids
- Staff may be exposed to x-rays, laser treatment and gases
- Movement of heavy equipment is required which must be performed in a safe manner, ensuring manual handling policies are adhered to

## HEALTH AND SAFETY

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management

and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

## **INFECTION CONTROL**

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

## **SUSTAINABILITY**

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

## **SAFEGUARDING**

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee\* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

*This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.*

# Person Specification

**JOB TITLE:** Senior Staff Nurse

**DEPARTMENT:** Neonatal Intensive Care Unit

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education/Qualifications	<ul style="list-style-type: none"> <li>Registered Nurse - Child or Adult Branch or registered Midwife</li> <li>Qualification in Speciality – Neonatology 405 or equivalent</li> <li>Mentorship preparation programme or equivalent e.g. 997 / 998, or on live register of mentors</li> <li>Evidence of professional self-development</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Leadership / people management skills</li> <li>IT Qualifications</li> </ul>	Application form
Knowledge, Training & Experience	<ul style="list-style-type: none"> <li>Safeguarding children's training level 3.</li> <li>Newborn Life Support course certification</li> <li>IT skills</li> <li>Ability to teach &amp; support others</li> <li>Awareness of research</li> <li>Proven ability to co-ordinate and manage own workload appropriately.</li> <li>Responsive to change</li> <li>Ability to challenge complacency and unsafe practice</li> <li>Organisation &amp; management skills</li> <li>Clinical expert in neonates</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of budgeting / resource management.</li> </ul>	Application form Interview
Communication and Interpersonal Skills	<ul style="list-style-type: none"> <li>Well developed communication &amp; interpersonal skills</li> <li>Ability to communicate effectively with the multidisciplinary team</li> <li>Excellent written documentation</li> </ul>		Interview
Special Attributes and other	<ul style="list-style-type: none"> <li>Positive &amp; enthusiastic</li> <li>Reliable</li> <li>Resilient</li> </ul>		Interview

	<ul style="list-style-type: none"> <li>• Effective &amp; capable</li> <li>• Perceptive &amp; sensitive</li> <li>• Good role model</li> <li>• Proactive</li> <li>• Motivated</li> <li>• Demonstrates ability to meet the Trust values</li> </ul>		
Other Requirements	<ul style="list-style-type: none"> <li>• Substantial experience within speciality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a team</li> <li>• Experience with / of benchmarking and audit.</li> </ul>	Application form Interview