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# JOB DESCRIPTION

## Senior Staff Nurse Band 6

**Post Title: Senior Staff Nurse**

**Department: Acute Adult Inpatients**

**Location: Dudley, Walsall, Sandwell, Wolverhampton**

**Directorate: Adult Mental Health**

**Band: 6**

**Hours: 37.5 or part time**

**Contract Type: Permanent**

**Responsible to: Ward Manager**

## Job Purpose

- To review the effectiveness of the care provided and support action that may be required.
- To provide advice to service users, carers and the wider staff within teams in regards to speciality knowledge.
- Act as Named Nurse where required for ensuring co-ordination of assessing, planning and providing management guidance on interventions for high risk patients and situations.



- To recognise situations that may be detrimental to the health and well-being of the service users and carers with the aim of providing shared and agreed plan of care for resolving the crisis situation and preventing further crisis situations from occurring.
- Accountable for the provision of health care within their sphere of recognised specialist knowledge.
- To support and supervise staff to enhance the skills, knowledge and expertise of the team in line with current evidence based research, training and modelling in line with their specialist knowledge
- To support auditing service quality
- To be a local link/ward Champion for Divisional and Trust Quality Improvement Projects
- To reduce the stigma associated with mental illness, raise awareness of how to access services that are available in the wider community.
- To support embedding both the national and locally agreed clinical and professional standards within the service.
- To support the maintenance of the agreed outcomes of the service.

## Main Duties/Responsibilities

### Professional responsibilities

- To maintain and develop own and the teams clinical skills, knowledge and professional practice via a local training template in line with professional, NICE, SCIE (social care institute for excellence) and KSF guidelines and service need, ensuring the maintenance of effective evidence based practice.
- To support and contribute towards the organisation's clinical governance systems, supporting quality standards and work towards the continuous improvement in clinical and service quality.
- To observe confidentiality in all matters relating to service users and staff.
- To adhere to trust policies and procedures.
- To participate in regular clinical and operational supervision.

### Clinical Responsibilities



- To act as a clinically focussed Senior Staff Nurse within Inpatient Wards providing support/advice; linking with Matrons and community specialist nurses and pathways.
- To act in a consultative role for junior staff, supporting the upskilling of staff knowledge and skills.
- To be able to assess people's complex health and well-being needs and put in place safe and effective MDT care and management plans.
- To develop and implement comprehensive nursing care plans including risk management plans and act as a Named Nurse/Keyworker where identified.
- To support the development, implementation and monitoring of standards.
- To support the development and implement effective policies and procedures.
- To support lessons learnt and contribute to the development and implementation of actions.
- To develop robust risk management standards, develop and monitor effective therapeutic risk within the service.
- To support the clinical environment being conducive to learning
- To provide educational material for Staff, service users, family members and other professional groups as required
- To be conversant with and practice within the realms of the 1983 Mental Health Act.
- To engage in clinical supervision both as a provider and receiver
- To be responsible for supporting the maintenance of clinical standards regarding assessment of care needs.
- Work with the ward managers to ensure equitable use of all resources to support an effective service.
- To support the instigation and continuation of CQC standards, infection control standards, National patient safety standards and standards for better health.

### **Educational and Research responsibilities**

- Develop and implement internal learning processes to evaluate and monitor the assessment process.
- To participate on relevant research projects relating to the service
- To ensure clinical practice develops through the critical analysis and evaluation of evidence based research findings
- To be recognised as Senior Staff Nurse within the Inpatient Service and act as a local resource point to disseminate information and be available for advice and guidance in relation to field of specialist knowledge.



### Management responsibilities

- To attend relevant steering groups and forums appropriate to the development of the Inpatient Services.
- To be consistent and active in improving and evaluating the effectiveness of the service through feedback from service users.
- To conduct appraisals and Supervision within the team, being aware of the particular developing needs of staff
- To assist in the recruitment and selection of staff.

### Communication

- To be responsible for promoting the service within BCHFT and social care economy and wider partnership.
- To promote liaison and inter agency working and collaboration
- To be support the development and maintenance of effective lines of communication on complex matters, issues and ideas, between staff, service users and carers.
- To represent the team at appropriate meetings and ensure information is cascaded to the team

### Leadership Skills

- To promote the ethos of a flexible service, that places service users and their family at the centre of the care package
- To promote the values and ethos of the service in line with the principles and the policy implementation guidelines.
- To promote equity and equality in accessibility to the service.
- To undertake any other duties of a similar nature consistent with the responsibilities of this post in order to provide a quality Inpatient service.

### Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.



### Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

### Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant and complete.

### No Smoking

The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

### Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.

### Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.

### Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.



- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

### Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, well-being and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account. In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

### Safeguarding Children

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy and Procedures and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

### Professional / Managerial Codes of Practice

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.



### Policies and Procedures

The post holder is required to abide by all policies and procedures of the Trust.

### Pandemic / Other Emergencies

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.

### Job Description

This document is not intended to be an exhaustive list. Other duties, responsibilities and work base appropriate to this role / grade, may also be required. The manager will discuss this with the post holder where necessary.

**Post Holder's Signature:**

**Date:**

