



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

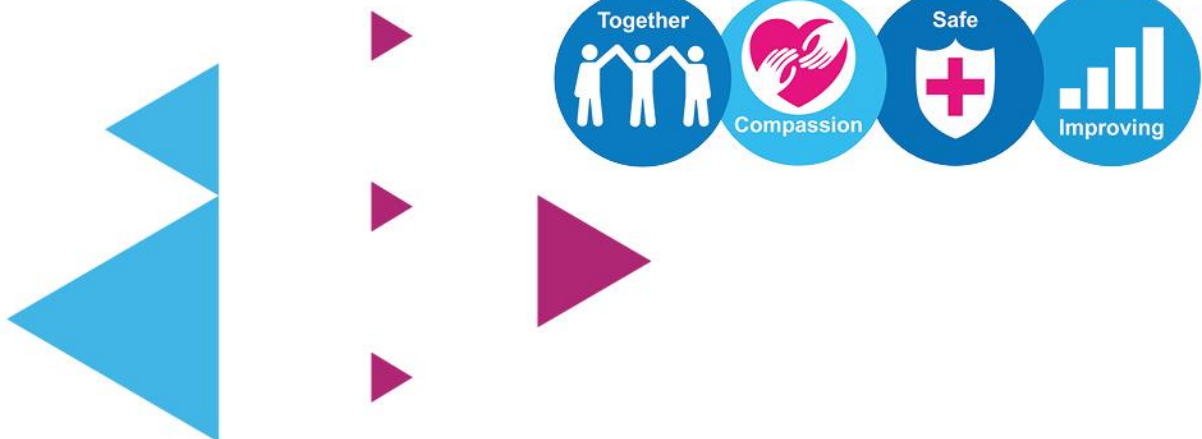
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Medicine and Urgent Care

Job Title: Senior Clinical Nurse

Band: 6

Location: Ward 230 Royal Stoke

Hours: 30hrs

Managerially accountable to: Matron

Professionally accountable to: Matron

Role Summary

The post holder has delegated responsibility for the management of the clinical areas including assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards on a shift basis and in the authorised absence of the Endoscopy Manager or Deputy. The post holder will participate in innovation and evidence based nursing practice through professional leadership and supporting the clinical team in close liaison with the Endoscopy Management Team and the Senior Staff Nurse for Quality. The post holder will act as a credible and professional role model and encourage and empower other staff to develop both personally and professionally to achieve their maximum potential. Will take on the leadership of specific projects as agreed with the Endoscopy Manager and work in a collaborative manner with a large multi-disciplinary team to ensure delivery of the Endoscopy service. Role includes rotation and participation of the On Call emergency GI Bleed Nursing rota.

Key Areas/Tasks

- Daily to communicate with nursing staff, doctors, technicians and other members of the multidisciplinary team, patients and carers face to face, on the telephone and by electronic means to discuss complex issues to ensure that patients receive optimum care.
- The post holder needs to ensure that all barriers to understanding are overcome by using differing strategies including verbal and written information, to meet individual needs
- Act as advocate for the patient supporting them to navigate and make informed choices at all stages of care.
- Support patients and their carers in the giving and receiving of significant news and when dealing with difficult situations.
- Represent the Endoscopy Manager/Deputy on nominated Directorate/Trust working groups.
- Ensure that patient concerns are addressed on the ward/department and work with the Patient Advisory and Liaison Service (PALS) and patient forums.
- Participate in the resolution of complaints / adverse incidents and implement action plans to prevent re-occurrence.

- Cascading information relating to clinical standards to promote ownership amongst the clinical team.
- Participate and co-ordinate activities in the Department to gain feedback on patient experience.
- The post holder will prioritise, plan workload and organise own time.
- Take charge of the Endoscopy Department in the absence of the Endoscopy Manager/Deputy.
- Will lead on the planning and organisation of staff delegation and activity for patients, making short term adjustments to duty rosters.
- Be responsible for the management of emergency cases, organizing patients to be transported from the main hospital wards and put on to appropriate lists for the management of their investigations.
- To participate in the recruitment of new staff.
- To demonstrate professional leadership and act as a role model.
- To ensure all staff reach their full potential by enabling them to develop professional, clinical, managerial and communication skills, which will be identified through the use of appraisal.
- The post holder will provide effective mentorship with support, and where appropriate, counsel to junior members of staff.
- The post holder will create an environment that promotes excellence in nursing practice and empowers staff to develop high levels of clinical skill and allows staff to develop to their full potential.
- Assist the Endoscopy Manager in ensuring that resources are managed efficiently, effectively and economically.
- Be responsible for the procurement, care and maintenance of all physical assets, including specialist equipment and supplies for the clinical area.
- Assist in the organization of endoscopic trials and international days and workshops.
- Be responsible for ensuring the safe keeping of patient property in line with the Trust policy.
- Working with the Endoscopy Manager, provide leadership to the clinical team and identify innovation in clinical practice.
- To effectively manage / have 24 hour responsibility for the Ward / Department in the authorised absence of the Endoscopy Manager/Deputy.
- Support the Endoscopy Manager in the performance review of all ward staff which will include annual appraisal and individual personal development plans to monitor staff performance against objectives set with them.
- Manage sickness and absence on a shift basis and in the absence of the Endoscopy Manager/Deputy in line with the sickness and absence policy and the principles of safe staffing document.
- Will recognize areas of conflict and assist in the management of this to promote a healthy working environment.
- Assist in teaching other health professionals on workshops and international training days.
- Report and manage untoward incidents such as complaints both verbal and written, clinical emergencies, and injury or drug administration errors as per Trust policies/procedures.
- Keep up to date with professional issues relevant to nursing practice within their area of clinical practice, management education and research.
- Openly question and challenge nursing practice in a constructive way so that standards of patient care are continually evaluated and improved, embrace new ideas and make changes for the benefit of patient care.
- Continually monitor standards of care and contribute to improvement of care through department or clinical projects, standard setting, audits and quality monitoring.
- To be aware of objectives and strategies at Local and Government level.
- Submit new ideas/innovations aimed at improving patient care.

- Be aware of the budgetary implications when prescribing and implementing care and treatments.
- Participate in the recruitment and selection of staff for the ward/department.
- Contribute to the formal induction of all new staff.
- Participate in the preceptorship of newly appointed staff and the education of learners and clinical support workers
- Recognize situations that may be detrimental to the health and well-being of the individual, and take appropriate action.
- To observe the rules, policies and procedures in place at University Hospitals of North Midlands (NHS) Trust.
- To carry out duties as an employee and service-provider with due regard to the Trust's Equal Opportunities Policy.
- To participate in team meetings as required by your team leader.
- Under the Health & Safety at Work Act, the post holder has a general duty of care for the health, safety and well being of oneself, work colleagues, visitors and patients within the hospital in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To undertake any other duties appropriate to the grade which may be required from time to time.
- Deputy Managers will walk and stand for most of their shift
- To implement the Health and Safety at Work Act and COSHH regulations.
- To maintain highly specialised and expensive equipment in a safe and satisfactory condition, to report and manage any malfunction.
- To ensure compliance with Trust policies/procedures/clinical guidelines for self and others.
- To maintain strict confidentiality of staff and patient records, in line with Trust Policy: any unauthorised breach of confidentiality will result in disciplinary action.
- To ensure that acceptable standards of data protection are maintained, in accordance with the Data Protection Act.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility

to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title – Senior Clinical Nurse Band 6**Person Specification**

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	Registered Nurse on NMC Register	✓		
	Degree in Nursing	✓	✓	
	Teaching		✓	
	Evidence of degree level study in health / nursing related studies		✓	
Knowledge, Skills, Training and Experience	Minimum of 2 years post registration experience	✓		
	Minimum 2 years renal experience	✓		
	Assessor/Supervisor role of Students			
	1 year of management / leadership experience		✓	
	Experience of teaching in the clinical area		✓	
	Excellent clinical and practical Endoscopy advanced skills	✓		
	Evidence of excellent Computer skills	✓		
	Excellent organisational skills and able to prioritise workloads	✓		
	Evidence of on-going professional education in a specialist area	✓		

Personal Qualities	<p>Able to use own initiative</p> <p>Ability to work as part of a team</p> <p>Flexible to suit service needs</p> <p>Able to inspire and innovate</p> <p>Willing to undertake further training and development essential to the role</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		