

JOB SPECIFICATION



POST TITLE: Senior Staff Nurse

RESPONSIBLE TO: Service Manager

RESPONSIBLE FOR: Staff Nurses and Support Workers

Purpose and summary of job:

To lead a team of Nurses and Support Workers to achieve the highest possible standard of professional care by providing leadership and supervision, including direct nursing care to patients experiencing mental health problems. To work effectively within a Multidisciplinary team to deliver consistent and collaborative needs-based care.

To assist in providing high quality care and a safe and therapeutic environment. To take charge on a regular basis and to assist in the supervision and development of Nurses, Support Workers and students. To support the development of evidence based practice and continuously monitor the quality of service provision and to undertake specific projects as requested by the Service Manager.

MAIN RESPONSIBILITIES:

1. As directed by the Service Manager, to contribute to the effective and efficient day to day leadership and management of the service.
2. Contribute to the achievement of the Company aims, objectives and initiatives in a positive and cohesive manner, and as part of the management team.
3. Uphold and encourage in others the required regulatory and professional standard, as specified.
4. Act in a manner commensurate with expected professional conduct, legislation and codes of practice.
5. Act as an Ambassador for the service and for the company when required.
6. Facilitate and ensure compliance with all company policies and procedures relating to the service.
7. Ensure, through direct observation and supervision of others, full compliance with relevant regulatory and professional standards.
8. As part of the management team, achieve positive outcomes in a timely manner, in response to any requirements generated by regulatory bodies or internal quality assurance processes.
9. To provide clinical leadership to the delivery of a high quality service, and promoting a positive culture.

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10. Ensure that the evidence base and standards of best practice, inform the training, development, delivery and improvement of the nursing workforce.
 11. Create a culture of change, and innovations, with regards to the nursing workforce with the aim of improving the quality of care.
 12. Setting and maintaining standards which promote a safe, sound and supportive environment for service users.
 13. Leadership and management of the person centered care planning process, ensuring timely assessment are completed in an inclusive way, promoting service user and family involvement.
 14. Creating and sustaining an environment that promotes positive behavioural support and meaningful activities.
 15. Ensure full contract compliance with regard to the service provided for individuals within the service.
 16. To provide effective clinical leadership, coaching and direct supervision to the staff teams. To be a positive role model and monitor:
 - a. Communications, including dissemination of corporate communications, staff meetings etc.
 - b. Clinical Supervision, Appraisal and Performance Management
 - c. Training
 - d. Staff development (including Continuing Professional Development)
 - e. Managing Positive Behaviour and Culture (ABC) within the service
 - f. Administration, information and reports relating to the service are provided to relevant parties in an accurate and timely fashion.
 - g. Medication management
 - h. Safe working systems
 - i. Provide leadership to, and overall coordination for, the MDT/CPA processes
 17. Contribute to the effective deployment of staff in appropriate numbers, skill mix and competencies.
 18. Contribute to the effective, efficient and management of the rota, ensuring they reflect the needs of the service users.
 19. Responsible and accountable for the on-going assessment of need in relation to the nursing workforce, within the unit, in terms of number, skills and training requirements.
 20. Responsible and accountable for ensuring effective systems are in place to support robust preceptorship of newly qualified Nurses and the appraisal and clinical supervision of Nurses and Health Care Assistants and/or Support Workers.
 21. Manage and co-ordinate recruitment, disciplinary matters and grievances in accordance with company procedures.
 22. Contribute to the efficient management of the service budget, service user budgets and purchasing, in accordance with levels of authority.
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23. Contribute to the management and monitoring of records and systems, in accordance with company policy.

24. Ensure appropriate use of company assets within the service, e.g. company vehicles, mobile phones, computer software etc. in accordance company policy and procedures.

Person Specification	Essential (E)	Desirable (D)
Personal Attributes		
Committed to promoting high standards	E	
Focused on upholding individual rights (human, legal, civil)	E	
Honest and trustworthy	E	
Person Centered approach to care delivery	E	
Professional Presentation/ Manner	E	
Quality Focused Approach	E	
Recognise ability in others	E	
Abilities		
Effective communication skills (Written, Verbal & Presenting)	E	
Able to multi task and prioritise	E	
Able to lead others effectively	E	
Able to participate as a team player	E	
Ability manage own workload	E	
Professional Qualifications		
Post Graduate Nursing Degree		D
RNLD / RNMH / RMN / RGN * where appropriate	E	
Evidence of professional development	E	
Technical requirements (Experience, Knowledge Understanding & Application)		
Appropriate experience of supervising direct care staff	E	
Appropriate post registration experience	E	
3 years experience within the Learning Disability Services	E	
Behavioural assessments	E	
Change management		D
Clinical governance	E	
Developing new services		D
Understanding Safeguarding protocols	E	
Basic IT literacy	E	
Legislative Regulatory Standards Codes of Practice, e.g. MHA, Mental Capacity Act etc.	E	
Management of disciplinary investigations and grievances		D
Managing Budgets		D
Medication Management	E	
Multi - disciplinary team working	E	
Learning Disability Nursing Models and Assessment tools	E	
Quality Assurance	E	
Risk assessment and risk management	E	
Staff and personal development (including managing preceptorship & Clinical supervision)	E	

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JobholderSigned Date:

ManagerSigned Date: