

## ROLE BRIEF

<b>Department:</b>	<b>Dufferin</b>
<b>Job Title:</b>	<b>Senior Registered Nurse</b>
<b>Responsible To:</b>	<b>Ward Manager</b>
<b>Location:</b>	<b>Crowborough, East Sussex</b>
<b>Key Duties &amp; Accountabilities:</b>	<p><b>1. Clinical</b></p> <ul style="list-style-type: none"> <li>• To deliver at all times high quality nursing care by assessment of patient need, implementation of care and evaluation of progress/outcome, in line with national and corporate standards.</li> <li>• To participate in the management of the clinical area and ensure a high quality service is delivered to the patient and their relatives.</li> <li>• To work co-operatively with medical staff and other member of the multidisciplinary team in order to ensure positive outcomes for each patient episode.</li> <li>• To be actively involved in nursing research projects in support of clinical practice, and participate with the Sister in the conceptual development of nursing practice, including the development and formulation of evidence-linked multidisciplinary care pathways.</li> <li>• To support and assist the Registered Nurses in completing and maintaining their competencies on the ward.</li> <li>• To assist in the formulation of procedures and standards, and to participate in clinical and organisational audits for the maintenance and development of a quality service.</li> <li>• To ensure that advice and information given to patients and/or relatives is appropriate and meets their needs.</li> </ul> <p><b>2. Management</b></p> <ul style="list-style-type: none"> <li>• To provide professional and managerial leadership by accepting delegated responsibilities from the Sister in their absence.</li> <li>• To contribute to the general management of the Centre by undertaking the duty nurse role out-of-hours in accordance with relevant corporate and departmental guidelines.</li> <li>• To continually review the nursing workload in all areas, deploying staff accordingly, and utilising all resources effectively to deliver quality care at all times, whilst operating within pre-determined nursing costs.</li> <li>• To maintain and develop a harmonious and co-operative relationship within the unit/ department with other disciplines and external agencies.</li> <li>• To maintain sound lines of communication to all staff, patients and visitors.</li> </ul>

- To take a lead role in an emergency situation where appropriate until further help arrives.
- To ensure that accidents and complaints are fully documented and that steps are taken to prevent recurrence, informing appropriate senior management staff.
- Assist with the investigating process of Datix.
- To contribute to the effective management of the ward budget

### **3. Education**

- To accept responsibility for determining your own professional needs, and setting goals and objectives through relevant processes to meet these needs, monitoring progress at regular intervals.
- To supervise and guide the work of junior colleagues, providing a suitable learning environment.
- To provide some clinical teaching to colleagues to assist in their development of practice using research based knowledge.
- To undertake the role of mentor/buddy where requested and to facilitate the orientation and development of new staff and student nurses.
- To participate in the provision of “in-house” training sessions to promote and disseminate best practice within the Horder Centre.
- Ensure you attend all mandatory training sessions. Facilitate 100% compliance for ward staff attendance at mandatory training sessions.
- To take every opportunity to maintain and improve knowledge and professional competence, in line with the NMC Scope of Professional Practice.
- To have and show a working knowledge in the use of research for the development of nursing practice and protocols.

### **4. Professional**

- To be personally accountable for own actions and omissions in line with the NMC Professional Code of Conduct.
- To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the nursing profession and The Horder Centre.

## **HUMAN RESOURCES**

### **Performance Management**

- To conduct monthly one to ones, midyear reviews and annual appraisals

	<p>(as a minimum), in line with the performance policies as well as completing the supporting documentation within the appropriate timescales.</p> <ul style="list-style-type: none"> <li>• Recognising and praising good performance whilst immediately and effectively addressing poor performance.</li> </ul> <p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• To liaise with Supervisors own Line Manager to discuss the recruitment requirements of your area in the first instance and participate in interviewing as and when required.</li> </ul> <p><b><u>Time Recording System</u></b></p> <ul style="list-style-type: none"> <li>• Manage the Time Recording System for your department. Resolve any issues, review times/absences on a daily basis, make any adjustments as necessary and submit to payroll on a weekly basis.</li> </ul> <p><b><u>Leavers</u></b></p> <ul style="list-style-type: none"> <li>• To process all leavers paperwork promptly</li> </ul> <p><b><u>Absence</u></b></p> <ul style="list-style-type: none"> <li>• To ensure that all types of absence, including sickness, bereavement and annual leave (this list is not exhaustive) are applied fairly and consistently across the team in accordance with the appropriate policies</li> <li>• To complete thorough return to work interviews and absence reviews with staff when they are off sick and to keep in touch within the specified time frames</li> </ul> <p><b><u>Induction</u></b></p> <ul style="list-style-type: none"> <li>• To ensure that a new recruit is allocated a Buddy/Mentor on the first day of employment</li> <li>• To ensure new recruits are effectively inducted into your department(s), and all corporate and departmental checklists are completed within the specified timescales including the <i>Self Assessment Questionnaire in regard to their PC and Workstation (located in the Induction Book)</i></li> <li>• <i>To ensure that all new recruits attend the Corporate Induction and the Divisional Induction (e.g. Patient Pathway at The Horder Centre, Crowborough).</i></li> </ul> <p><b><u>Mandatory Training</u></b></p> <ul style="list-style-type: none"> <li>• Enable all staff within your department the opportunity for doing their mandatory training</li> </ul>
<p><b>Key Knowledge, Skills and Experience:</b></p>	<p><b>Must Haves</b></p> <p>Experience as a Registered Nurse  Clinical experience in Orthopaedics  A Nursing Degree  Evidence of ongoing personal development throughout your career</p> <p><b>Nice to Haves</b></p>

	<p>A Sign Off Mentorship qualification          You'll be working towards, or already have, an MSc in Nursing          A record of successfully coaching and developing others and celebrating success</p>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b>          Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
<b>Safeguarding</b>	<p>You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
<b>People Managers</b>	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>

<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>
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