**Role Profile**

**Role:** [Senior Staff Nurse - Ward]

**Function:** Surgical Ward - Weymouth Street Hospital

**Reports to:** Ward Manager

**Key Contacts:** Patients, Visitors, Consultants & other PHG Managers

**Location:** Weymouth Street Hospital

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**Context:**
The Weymouth Hospital is part of the Phoenix Hospital Group. The hospital is an elective care hospital, registered for 17 beds and 4 operating theatres, accepting planned and emergency/urgent surgical admissions. The hospital has a particular emphasis on Plastic /Cosmetic Surgery with some of the country’s leading NHS and Private Consultants using our facilities.

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**Role Purpose:**
- To assist the ward Sister / ward Manager in the management of a ward and to provide effective leadership ensuring our patients continue to receive the highest quality care and attention at the weekends.
- To maintain and develop skills and knowledge to deliver a range of interventions and sets an example of good practice to other team members including skill sharing, mentorship and staff appraisal.
- To act as Infection Prevention and Control ward link nurse. Participating in Committee meetings and performing audit.
- To participate in the Duty Clinical Manager rota when on duty following supervision and when deemed competent.

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**Core Responsibilities:**
- To provide support to the ward team and management team in terms of clinical care delivery, general supervision and quality standards.
- To ensure that standards of patient care are consistently maintained at all times in accordance with agreed operational policies and procedures as a skilled member of the nursing team.
- To promote and safeguard the well-being and interests of all patients, employees and visitors.

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**Key Accountabilities:**
- To hold responsibility for the ward team in the absence of the ward Sister or Manager and for the provision of a high quality clinical care environment to agreed standards and objective.
- When necessary to ensure the hospital is closed securely at the weekends and the correct channels of communication are in place for incoming calls to the hospital.
- To assist with implementation, monitoring and evaluating standards of care.
- To provide support and guidance for members of staff.
- To ensure that hospital operational policies are maintained and complied with and to advise staff of any amendments considered desirable.
- To ensure that all Health & Safety policies and procedures are read, understood and complied with as far as reasonably practicable.
- To assist in the setting and maintenance of clinical standards and implementation of clinical audits.
To assist in other departments as required
To exercise economy in the use of drugs, dressings and equipment, providing a safe and cost effective service
To delegate tasks appropriately in relation to an individual’s skills, competence and patient needs always ensuring adequate resources are available
Provide senior cover during weekends and on night duty.
To maintain professional conduct within the standard and framework provided by the Nursing & Midwifery Code
To ensure appropriate skill mix within the wards according to resources and clinical needs including rota formation.
To work with staff to ensure the ward environment is conducive to continuing education and training programmes
To participate in the programme of continuing education and training for all ward staff as required
To monitor the practice of the extended role of qualified staff
To participate in the induction programme for all newly appointed ward staff as required
To facilitate the management of change within the ward areas whether clinical or management in nature
To keep up to date with clinical and professional developments in nursing and to attend relevant study sessions in accordance with NMC guidelines
To ensure that appropriate systems for the recording and distribution of information relating to patient charges are maintained
To assist the staff in monitoring stock levels of ward medications and consumables
To report patient and staff accidents, incidents and complaints as required via Sentinel.
To act as advocate to patients, ensuring a patient orientated approach to the delivery of care
To develop a good understanding of budgeting procedures and revenue capture

Infection Prevention & Control in the hospital is everyone’s business.
All staff have a duty to ensure that:-

- IPC Link nurse for the ward. Attend 2 day IPC Link Nurse course. Ensure infection prevention and control knowledge and skills are up to date.
- Undertake annual infection prevention & control training update.
- Act to address poor infection prevention & control practice and standards when they are observed.
- Participate in Clinical Audit
- Bring to the attention of their line manager any unresolved poor infection prevention & control practices and standards.

Key Performance Indicators:

- Positive feedback from Ward Manager
- Completion of annual personal development objectives
- Completion of team’s mandatory training and appraisals

Knowledge / Skills / Qualifications:

Essential
- Registered Nurse – Adult
- Substantial post-registration acute surgical nursing experience – minimum 4 years at Band 5 or equivalent level.
- Excellent problem solving ability and confident decision maker
- Ability to flex shifts in line with department workload essential

Desirable
- Post-registration specialty course / qualification
- Team leadership / management experience
- Previous experience within Private Healthcare
- Teaching and Assessing / Mentorship qualification

Key Behaviours

Think Customer: Focuses on the needs of customers, primarily our patients and consultants. Identifies and prioritises the customer’s needs. Understands situations from the customer's perspective, and provides solutions, which fit the customer's needs. Focuses on customer service and care and takes a proactive approach to their needs and ownership of their issues.

Own Your Part in Delivering Results: Demonstrates determination, resourcefulness and purpose to personally deliver the best results for the organisation. Takes ownership for the whole situation including actions, outcomes and consequences.

Leadership: Develops a compelling sense of purpose and direction. Motivates and empowers others to align their efforts to achieve our goals. Creates an open and trusting environment. Demonstrates high moral standards and integrity in all matters. Excellent problems solving abilities.

Impact & Influencing: Persuades, convinces and influences others to enable progress and deliver success. Takes a partnership approach, aiming for an outcome that is mutually beneficial. Has a high degree of self-awareness and maintains a calm demeanour in stressful and challenging situations whilst still achieving desired outcomes.

Be One Team: The ability to gain an understanding of the needs of others, build strong relationships and drive action that is mutually beneficial for both individuals and the company. Always behaves in a way that is consistent with the PHG Behaviours and is receptive to further improvement.

Innovate, Adapt & Change: Develops new insights into situations, questions conventional approaches, encourages new ideas and innovations. Is open to change. Is flexible and adaptable to changing circumstances, being tolerant of necessary change and fluidity within the organisation.

I accept this as my role profile, which may be subject to change to meet the needs of the business

Name:
Position:

Signature

Date