



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Senior Registered Nurse
Department	Ward
Reports to (job title)	Head of Patient care/ Ward Manager
Direct and Indirect Reports	Yes
Job Grade	TBC

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



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What you'll be doing (your job purpose)

The post holder will support the Head of Patient Care/ Ward Manager to provide safe, effective and efficient management of the department with allocated resources, acting as a clinical role model and leader for all members of staff and working within a budget. They will support the clinical governance agenda which will include audits, review clinical incidents, manage concerns.

- Manage and provide high standards of direct patient care to a diverse range of surgical patients within the ward/day unit environment.
- Enhance patient care while developing specific clinical competencies and advancing personal knowledge through a lifelong learning approach.
- Work under the guidance of the line manager and multi-disciplinary team members to maintain and monitor excellent nursing care standards within the ward team.
- Carry out relevant care tasks with support and guidance from more senior staff, demonstrating flexibility in approach to clinical areas, and provide cover as required, depending on experience.
- Accountable for nursing practice, adhering to the policies and protocols of HMT and the NMC (Nursing and Midwifery Council).
- Responsible for personal and professional development, as well as assisting in the professional development of learners, such as student nurses and junior staff, within the clinical area.
- Maintain accurate, up-to-date, and concise records regarding patient conditions, in line with NMC Standards for Record & Record Keeping and the UHB's Patient Record Policy.
- To act up or take charge of the ward/department in the absence of the Head of Patient Care/Deputy Ward Manager, the Senior Staff Nurse(SSN) must demonstrate appropriate clinical competencies and leadership skills, ensuring continuity of care and safe practice.

Be directly responsible for Registered General Nurses (RGN's) and Healthcare Support Workers (HCSWs) in the clinical area, ensuring that work is signed off appropriately and tasks are completed to a high standard.

The post holder will be accountable for their nursing practice, adhere to the policies and protocols of HMT and the NMC. The post holder will have a responsibility for their own personal and professional development and will assist in the continuing professional development and overall performance of learners e.g. student nurses and junior staff in the clinical area.

Your key accountabilities and responsibilities

1.	Take charge of the Ward, occasionally organising rosters as needed, delegate tasks, supervise staff and respond in a timely and efficient manner to other stakeholder requests, for example consultants.
2.	Work under the guidance of the Line Manager and multidisciplinary team, maintaining excellent nursing standards. Adhering all times in accordance with the NMC the Code .
3.	The SSN will also serve as a role model for junior staff, consistently demonstrating HMT values and behaviours, promoting a positive and professional work environment. They will

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	be responsible for guiding and supporting junior staff, providing mentorship, and fostering a culture of learning and development.
4.	Deputise for the Head of Patient Care/Ward manager, taking charge of the department in their absence and represent the team at meetings, manage staff including sickness, performance and training needs.
5.	Support the Head of Patient Care/ Ward Manager with the clinical governance agenda including managing concerns, incident management, audit, safety alerts and any patient safety requirements.
6.	Oversee bed management during shifts and escalate concerns to the HOPC/ Ward Manager.
7.	Knowledge and experience in surgical nursing, working with complex surgical patients with a vast variety of patient specialties. Working as part of a multi-disciplinary team to provide the highest standard of nursing care.
8.	Perform all relevant nursing care with support, showing flexibility in clinical areas and providing cover according to experience.
9.	Assess, plan, implement and evaluate programs of care, actively seeking evidence-based practice which will improve the quality of care and meeting the needs of the patients.
10.	Communicate complex and sensitive information effectively to patients, relatives and staff, overcoming any barriers to understanding and providing support during distressing or emotional events, for example the cancellation of surgery or breaking bad news following Endoscopies.
11.	Monitor and review patients' TILE and progress as they move through their care journey
12.	Escalate any issues outside of their role to the HOPC/ Ward Manager/On-Call Manager.
13.	Manage Pharmacy stock and ensure it is replenished as needed.
14.	Undertake clinical audits within a set timeframe.
15.	Escalate any issues outside of their role to the HOPC/ Ward Manager/On-Call Manager.
16.	Be able to identify and react appropriately to changing demands, situations and pressures in the department and prioritize accordingly, working as part of the team to be flexible and accommodating as appropriate, ensuring patient safety is always prioritised.
17.	Maintain confidentiality and integrity of information in line with data protection requirements.
18.	<ul style="list-style-type: none">• Attend all mandatory training and participate in the preceptorship program.• Provide support to new and junior staff as required.• Contribute to the development and maintenance of a positive learning environment for colleagues, patients, and visitors.

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	<ul style="list-style-type: none"> Complete Revalidation requirements. <p>Staff may be required to work in different departments to assist and contribute to ongoing development.</p>
19.	<p>Infection Control To maintain a clean, safe environment, ensuring adherence to the Hospital's standards of cleanliness, hygiene and infection control.</p> <p>Health & Safety To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.</p> <p>Equality & Diversity Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.</p> <p>Safeguarding children, young people and vulnerable adults HMT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are therefore expected to behave in such a way that supports this commitment.</p> <p>Information Governance All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all patient records effectively in line with all the Health Record Keeping Policies and Procedures in order to meet the Hospital's legal, regulatory and accountability requirements.</p> <p>Governance To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.</p> <p>General Policies, Procedures and Practices To comply with all HMT policies, procedures and practices and to be responsible for keeping up to date with any changes to these.</p>

Your knowledge, skills and experience	
Intermediate life support (ALS trained desirable).	Essential
Extensive knowledge and post-registration experience in surgical nursing, working with complex surgical patients with a vast variety of patient specialties to assess, plan, implement and evaluate patient care and adapt and make necessary changes while maintaining privacy and dignity. Identify deteriorating patients and take appropriate action.	Essential
Ability to demonstrate leadership, assertiveness, tact and diplomacy.	Essential
Evidence of the ability to use initiative, leading a team and managing/implementing change.	Essential
Be enthusiastic, self-motivated, proactive and flexible with a 'can-do' attitude.	Essential

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Have excellent problem-solving abilities and be able to plan, organise and prioritise own and work of others	Essential
Ability to manage when under both individual and/or work pressures	Essential

Your training and qualifications	
Registered Nurse (Adult) Part 1 NMC Register	Essential
Surgical nursing experience	Essential
Management experience	Essential

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. They are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.

Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder

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