



KING EDWARD VII's  
HOSPITAL

## King Edward VII's Hospital

### Job Description

#### Senior Staff Nurse - Outpatient Services

<b>Job Title:</b>	Senior Staff Nurse
<b>Department:</b>	Outpatients Department
<b>Reports to:</b>	Outpatient Sister
<b>Accountable to:</b>	Outpatient Nurse Manager
<b>Hours:</b>	37.5
<b>Contract:</b>	Permanent

#### Department Overview

The Outpatient Department, located within the Kantor Medical Centre (KMC) building, is a state-of-the-art clinical facility spanning 7 floors, dedicated to delivering exceptional, patient-centred care. The department accommodates a wide range of specialist consultant clinics, minor procedures and diagnostic services, serving both self-paying and insured patients in a private, discreet and welcoming environment.

Each floor is designed to offer a seamless patient journey, from consultation to treatment, supported by advanced clinical technology and a highly skilled multidisciplinary team across a number of specialties.

The department operates Monday to Saturday, providing high-quality, personalised care consistent with King Edward VII Hospital's reputation for clinical excellence and compassionate service.

#### Role Summary

The Senior Staff Nurse for outpatient services will play a key leadership role in ensuring the safe, effective and efficient running of the hospital's outpatient clinics. The postholder will provide clinical expertise, supervise nursing staff and support the Outpatient Sister in the day-to-day coordination of the department.

This role combines hands-on clinical practice with leadership responsibilities - maintaining the highest standards of patient care while supporting the development, training and wellbeing of the outpatient nursing team.

## **Key Responsibilities**

### **Clinical and Professional**

- Deliver high-quality, evidence-based nursing care across a variety of outpatient clinics and treatment areas within the KMC Building.
- Support consultants during consultations and minor procedures, ensuring clinics are prepared and run efficiently.
- Act as a senior clinical resource for staff, providing guidance, mentorship and clinical decision-making support.
- Promote best practice in all aspects of nursing care, maintaining up-to-date knowledge of clinical developments and regulatory standards.
- Maintain professional and legal documentation to a high standard, ensuring compliance with hospital policy and the NMC Code of Conduct (2018).
- Oversee safe administration and custody of medications in accordance with hospital procedures and legislation.
- Uphold infection prevention and control standards across all clinical areas.
- Lead by example in upholding confidentiality, professionalism and the hospital's values of respect, integrity and compassion.

### **Leadership and Management**

- Support the Outpatient Sister & Outpatient Nurse Manager in the coordination of daily operations, staffing and resource allocation across five clinical floors.
- Supervise and mentor nursing staff, ensuring consistent delivery of high-quality, patient-centred care.
- Manage duty rotas, annual leave and study leave to maintain appropriate staffing levels and skill mix.
- Oversee the safe use, storage and maintenance of clinical equipment.
- Lead and support the implementation of policies, procedures and quality improvement initiatives within the department.
- Liaise regularly with consultants, administrative teams and hospital departments to ensure the smooth coordination of patient care.
- Deputise for the Outpatient Sister or Outpatient Nurse Manager as required.

### **Education and Professional Development**

- Maintain current NMC registration and comply with revalidation requirements.
- Act as a role model and mentor, supporting staff training, induction and continuous development.

- Hold (or be working towards) a teaching and assessing qualification to support clinical education within the department.
- Maintain ILS or ALS certification and participate in all relevant mandatory training.
- Foster a positive learning environment, encouraging reflective practice and evidence-based care.

#### **Communication and Teamwork**

- Promote effective and professional communication within the outpatient team and across the wider hospital.
- Ensure staff, patients and consultants are kept informed of clinic operations and any changes affecting care delivery.
- Contribute to a collaborative and respectful culture that supports staff engagement and wellbeing.
- Represent the outpatient service in meetings and cross-departmental initiatives as required.

## PERSON SPECIFICATION

**JOB TITLE: SENIOR STAFF NURSE**

**DEPARTMENT: OUTPATIENTS DEPARTMENT**

Criteria	Essential Requirement	Desirable Requirements
<b>Education and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Registered Nurse with a valid NMC registration.</li> <li>• Evidence of continuous professional development and commitment to maintaining up-to-date nursing knowledge.</li> <li>• Bachelor's degree in nursing or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional training or certification in outpatient nursing.</li> <li>• Certification in Advanced Life Support (ALS) or equivalent.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years of post-registration experience in an outpatient setting.</li> <li>• Demonstrated experience in leading and managing a nursing team.</li> <li>• Proficient in administering medications and treatments as prescribed.</li> <li>• Experience in performing minor procedures and wound care.</li> <li>• Sound understanding of infection control practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in providing care in specialised clinics, such as Urology, Gynaecology, Dermatology, or Plastic Surgery.</li> </ul>
<b>Clinical Skills:</b>	<ul style="list-style-type: none"> <li>• Strong clinical skills with the ability to assess, plan, implement, and evaluate patient care.</li> <li>• Excellent communication skills, both verbal and written, with the ability to engage effectively with patients, families, and the multidisciplinary</li> </ul>	

	<p>team.</p> <ul style="list-style-type: none"> <li>• Proven leadership and mentoring abilities, with the capability to support and develop junior staff.</li> <li>• Strong organisational skills with the ability to manage multiple priorities and work under pressure.</li> <li>• Comprehensive understanding of infection control practices and health and safety regulations.</li> </ul>	
<b>Organisational Skills:</b>	<ul style="list-style-type: none"> <li>• Strong organisational and multitasking abilities.</li> <li>• Attention to detail and accuracy in record-keeping.</li> </ul>	
<b>Interpersonal Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively within a team and interact with diverse individuals.</li> <li>• Maintains a professional and empathetic demeanour in patient interactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to take initiative and contribute ideas for process improvement.</li> </ul>
<b>Confidentiality:</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of patient confidentiality and compliance with data protection regulations.</li> <li>• Demonstrated commitment to maintaining the highest standards of privacy.</li> </ul>	

### **Confidentiality**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

#### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors and for the taking of positive action to eliminate or reduce these.

#### **Equal Opportunities**

As a member of staff at the King Edward VII's Hospital Sister Agnes you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during your employment, including patients, relatives and staff, are treated equally in line with the hospital's Equal Opportunities Policy.

*At King Edward VII's Hospital, we believe in creating an inclusive and diverse workplace where everyone feels respected and valued. We are committed to creating a workplace that is welcoming and inclusive to everyone, regardless of their race, ethnicity, gender identity, sexual orientation, age, religion, or any other characteristic that makes them unique. We believe that by embracing diversity and fostering inclusion, we will create a workplace that is stronger, more innovative and more successful.*