

Job Description

Job Title:	Staff Nurse
Band:	Nursing Band 5
Hours of Work (p/w):	37.5
Service Centre/Directorate:	Various
Base:	Post Holder will be based at any of 4 sites across the Trust
Accountable to:	Matron/Head of Nursing
Reports to:	Sister/Charge Nurse
Responsible for:	Support and mentoring of more junior staff
Key working relationships:	Medical doctors, Nursing team, Pharmacy, wards and other departments, GP & MDT.
Role of the Department:	To effectively & efficiently manage the patient journey through the clinical pathway.
Job Summary:	Providing excellent nursing care. As skills and competencies develop taking charge and actively participating in and contributing to the management of the ward or department on a regular basis. Supervising and mentoring junior staff.

Trust Vision & Values

We are working on behalf of a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.

The Foundation Trust is committed to safeguarding children and vulnerable adults and expects that all staff will share in this commitment. The Trust is clear that all staff have a responsibility to be aware of children and adult safeguarding policies and procedures and that each member of staff, clinical and non-clinical, will attend child or adult safeguarding training



that is provided at an appropriate level to suit their role. The Trust has the additional expectation that all staff will be able to identify concerns and know what action to take.

The post holder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision and we expect all applicants to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflects these.

Main Duties/Key Results Areas:

1. Professional/Clinical

- 1.1. Assessing, planning, implementing and evaluating nursing care, utilising research findings as appropriate.
- 1.2. To provide leadership of the ward team to ensure a high and safe standard of patient care.
- 1.3. Ensuring that nursing procedures are carried out in accordance with the Trust's Healthcare policy taking appropriate action in emergency situations.
- 1.4. Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the multidisciplinary team.
- 1.5. Maintaining personal contact with patients, relatives and carers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.
- 1.6. As skills develop, managing the ward or department in the absence of the Ward Sister/Charge Nurse or Deputy, maintaining safe staffing levels, ensuring that policies are followed up and that the Senior Nurse is informed of any problems or incidents that might arise.
- 1.7. Maintaining timely and accurate nursing records and ensuring that confidentiality is respected.
- 1.8. Storing, checking and administering drugs including the intravenous route in accordance with Trust policy and NMC standards.
- 1.9. To work with minimal supervision in all areas of the specialties including wards, departments and outpatients if required.
- 1.10. Communicating with and assisting the multidisciplinary team to promote excellence in the delivery of patient care.

- 1.11. To prioritise own workload and that of other staff ensuring that the ward or department is managed effectively.
- 1.12. To contribute to the local resolution, investigation and follow up action of any informal or formal complaints.

2. Organisational

- 2.1. Co-ordinating the admission/reception of new patients in conjunction with the Bed Management Team and Nurse in Charge.
- 2.2. Arranging, in consultation with the multidisciplinary team and the Bed Manager the discharge/transfer of patients and initiating appropriate community care services.
- 2.3. Communicating and co-operating with other wards and departments providing accurate information as required, particularly the notification of incidents and accidents to staff, patients and visitors.
- 2.4. Maintaining a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control policies.
- 2.5. Participating in and developing the skills to represent the ward/department at meetings, participating in audit, research, projects and being willing to take on the role of a Link Nurse for areas of clinical expertise.
- 2.6. Maintaining and monitoring levels of stock and ensuring there are adequate supplies and that resources are used effectively.
- 2.7. Handling, checking and storing patient's cash and valuables in accordance with Trust policies.
- 2.8. Develop the skills to assist in planning and completing the ward or department staffing rota to ensure an appropriate skill mix to meet the needs of the service.
- 2.9. To take appropriate action to manage unexpected situations and changes, informing the on call manager as necessary.
- 2.10. To be familiar with and use (as appropriate); DATIX, electronic Medical and Patient Records, e-roster and any other computerised system integral to the running of the service.
- 2.11. To contribute to Clinical Governance, achieving the goals of the ward, directorate, division and the Trust's Nursing Strategy.

3. Education and Research

- 3.1. Participating in pre and post registration nursing education in accordance with the Trust and University requirements and in consultation with the Ward Sister/Charge Nurse and liaison Tutor.
- 3.2. Attend mandatory training and ensure attendance is recorded in personal professional portfolio and at ward/department level.
- 3.3. To be responsible for own personal and professional development and practice recognising own limitations and the need for continuing education.
- 3.4. Contribute to and evaluate the implantation of new ideas and innovations within the ward or department.
- 3.5. In conjunction with the Ward Sister/Charge Nurse plan the orientation of new staff and the development of junior staff through objective setting to improve clinical practice.
- 3.6. Promote health education and provide appropriate information and advice to patients and their carers.
- 3.7. To participate in quality initiatives to promote and ensure that nursing care is evidence and research based.

4. General

- 4.1. To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.
- 4.2. Ensure continued and effective registration with the NMC.
- 4.3. Be aware of and work within the policies of the Trust and the University
- 4.4. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

- 4.5. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- 4.6. To work in accordance with the Trust's Equality and Diversity policy to eliminate unlawful discrimination in relation to employment and service delivery.
- 4.7. To promote at all times equal opportunities for staff and patients in accordance with the Trust's policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
- 4.8. To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- 4.9. To comply with the Trust's No Smoking policies.
- 4.10. To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service, including working in other wards and departments

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.

The NHS Trust is an Equal Opportunities employer and operates a No Smoking Policy.

Manager	<i>Print</i>	<i>Signature</i>
Employee	<i>Print</i>	<i>Signature</i>
Date		

Person Specification

Job title: Registered Nurse

Band 5

Factor	Essential	Desirable (becomes essential to full KSF)	Method of Assessment
Qualifications & Training	a) Registered Nurse (general).		a) Application Form/CV. b) NMC Register.
Experience		a) 12 months post qualification experience.	a) Application Form/CV.
Skills	a) Ability to assess, plan, implement and evaluate nursing care according to individual needs. b) Ability to effectively prioritise workload and patient care needs. c) Demonstrates an understanding of managing resources. d) Demonstrates an understanding of clinical risk. e) Demonstrate the ability to undertake venepuncture, cannulation, assist with minor procedures. f) Demonstrate the ability to supervise and mentor junior staff. g) Good Verbal and written communication.	a) IT Literate. b) Ability to take charge of the department in absence of sister.	a) Interview. b) Application Form/CV. c) Professional Portfolio.
Knowledge	a) Knowledge of working in an acute clinical environment. b) Demonstrate an understanding of the importance of research and evidence based practice. c) Able to explain the principles of mentoring and assessing junior staff. d) Understanding of managing resources.	a) Demonstrates an understanding of audit. b) Ability to take on small research or audit project.	a) Interview. b) Application Form/CV. c) Professional Portfolio.

	<ul style="list-style-type: none"> e) Understanding of clinical risk. f) Understand the importance of developing self and others. 		
Other	<ul style="list-style-type: none"> a) Motivated and demonstrates an enthusiasm for the speciality. b) Demonstrates a caring and sensitive approach to patient care. c) Adaptable and responsive to changing needs. d) Ability to use own initiative. e) Able to evidence Trust Values. f) Ability to identify stress in self and others and to take effective action to manage the situation. 	<ul style="list-style-type: none"> a) Ability to motivate and lead staff for a shift. 	<ul style="list-style-type: none"> a) Interview. b) Application Form/CV c) Professional Portfolio