

JOB DESCRIPTION

1. General Information

JOB TITLE:	Staff Nurse
GRADE:	Band 5
HOURS:	37.5 hours per week
RESPONSIBLE TO:	Sister / Charge Nurse
ACCOUNTABLE TO:	Matron

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- a. **Put patients first**
- b. **Take pride in what they do**
- c. **Respect others**
- d. **Strive to be the best**
- e. **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

2. Job Summary

The post holder is responsible for assessment of care needs of patients, planning programmes of care, implementation and evaluation of these programmes without direct supervision. At times they will have management responsibility for being in-charge of the ward and supervising junior members of staff. The post holder will be a key member in relation to the development of practice on the ward. They will be working independently/autonomously and at times without direct supervision, accountable for their own professional actions. Ensuring the safety and well being of services users, and always working in a manner that promotes dignity and human rights through the adoption of person centered care principles.

3. Key Relationships

Matron, Head of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff, External Agencies such as GP's, Ambulance Service, Social Services and Community Nursing Staff.

4. Duties and Responsibilities

4.1 Clinical Duties

- Responsible for carrying out clinical practice within designated clinical areas, ensuring that high quality, current evidence-based nursing assessment, care planning, implementation, interventions and evaluations for patients is provided from admission through to discharge.
- Will be responsible for the application of knowledge across the range of work procedures and practices, underpinned by theoretical knowledge and practical experience.
- To act as advocate for patients within the area, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- To ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- Will advise on the promotion of health and the prevention of illness.
- Recognise the significance of observations made, and use them to develop and initiate nursing assessments and devise a plan of care.
- Carry out those activities necessary to conduct a comprehensive assessment of a person's nursing requirements.
- Will ensure that all patients will have a discharge plan that is safe and appropriate for their needs.
- Carry out nursing procedures and treatments, checking on and maintaining the highest possible standards.
- Work alongside the multi-disciplinary team to ascertain treatments and advise on nursing priorities.
- Take a clear and concise history from patients by assessing their health and well being and complete documentation ensuring that all entries are accurate and legible and that all information systems are maintained.

- Undertake prescribed physical observations as follows: blood pressure, temperature, respirations, blood sugars, urinalysis, weight and height, and report exceptions appropriate.
- Responsible for the correct administration of prescribed medication including transfusion of blood and blood products

4.2 Professional Responsibilities

- Is wholly accountable for his / her practice in line with the NMC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Will act in accordance with Local, Hospital and Statutory Guidelines & Policies including Health and Safety initiatives.
- Will be familiar with the Health and Safety at Works Act, and be aware of its implications and ensure that local unit and departmental policies are followed.
- Will work in accordance with Corporate Objectives
- Will compile a personal & professional portfolio (in conjunction with the Performance management process and the compilation of a Personal Development Plan).
- Will maintain a high standard of care and give courteous reception to all patients and visitors.
- Will adopt a patient orientated approach to work
- Will practice in a cost effective and cost aware manner
- Will ensure that the Hospital's policy is understood and carried out with regard to the care and custody of drugs/medications, especially with regard to those covered by the Control of Drugs Act.
- Will be familiar with the ward's fire, manual handling and C.O.S.H.H. policies and ensure that all nurses in the ward are aware of the policies.
- Will be fully conversant with the trust major incident plan, and ensure that all nurses on the ward understand the procedure.
- Will establish a relationship with a clinical supervisor
- Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk.

4.3 Communication

- Will be responsible for the provision and receipt of complex, sensitive or contentious information related to patients, patient care, relatives, staff and other multidisciplinary colleagues.
- Provides highly specialised advice concerning the care or treatment of identified groups or categories of patients/clients
- Communicate effectively and efficiently with all members of the multidisciplinary team regarding patient care.
- Will communicate with patients and relatives, making reports and liaising, as appropriate; with medical staff other members of the care team and management.
- Will give and receive day/night reports. Acting as team leader/member/co-ordinator as necessary.
- Report to the Doctor/Sister/Charge Nurse and members of the multidisciplinary team on patient's conditions, both verbally and in writing as necessary.
- Liaise with inter-hospital departments/personnel
- Attend and participate in ward meetings and help promote new ideas and methods and assist in their implementation.
- Attend and participate in multidisciplinary team meetings and case conferences to benefit patient care.

4.4 Education & Professional Development

- Act as a role model, giving guidance, counselling and support to unqualified staff and students.
- Actively contribute to the teaching programme within the ward.
- Act as mentor and introduce new staff members to their role within the team.
- Act as preceptor for newly qualified members of staff.
- Act as mentor/assessor to unqualified staff.
- Assist in producing written reports concerning the basic learner nurse in the clinical setting as required by the university.

- Take every opportunity to maintain and improve knowledge and competence, and take steps to keep up to date with clinical and nursing developments.

4.5 Local Area Variation to Core Job Description

- To complete competencies specific to the post
- This job description forms the basis of the roles duties. You should be aware that there might be other specific assigned tasks relevant to a particular area of work

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

PERSON SPECIFICATION

Staff Nurse – Band 5

Requirements

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Education/Qualifications	RN1/ RN2/ RN12 or RN Child Registered Nurse on the NMC register. To hold the appropriate level for the area of speciality.	A/I	Teaching & assessing qualification	A/I
	Evidence of continuing professional development	A/I	Relevant qualifications required or course to area	A/I
Previous experience	Experience of working on own and in a team	A/I	Previous experience in other nursing fields	
	Experience of working in the relevant area	A/I		
	Experiencing of co-ordinating a shift	A		
	Completion of preceptorship	A/I		
	Experience of administering intravenous drug therapy	A/I		
	Supervision of junior staff	A/I		
Skills/Knowledge/ Ability	Able to assess, plan, implement & evaluate programmes of care	A	IT skills Awareness of the structure and organisation of the NHS	
	Up to date knowledge of current clinical and professional issues.	A/I		
	Knowledge of Evidence Based Practice	A/T		
	Competent in basic life support Ability to administer prescribed medication	A/I I		

	including transfusion of blood and blood products			
	Able to work as an effective team member	A/I		
	Able to supervise and teach junior staff	A		
	Able to prioritise & meet deadlines	A		
	Able to manage difficult situations	A/T		
	Uses own initiative and is able to take decisions	A/T		
	Self motivated	A		
	Able to maintain clear and legible documentation	A/T		
	An understanding of Audit and Research Based Nursing Practice	A		
	Excellent verbal, written and interpersonal communication skills	A/T		
	Basic Computer Skills including ability to use Microsoft Word and Electronic Patient Records (EPR)	A		
	Knowledge of the NMC Code of Professional Conduct	A		
	Ability to demonstrate application of the NHS Plan to own sphere of practice	A		
	Knowledge of Clinical Governance & a	A/T		

	<p>commitment to clinical supervision</p> <p>Knowledge of the individual's responsibility towards health & safety</p>	A/T		
Additional Information	<p>The ability to undertake reflective thinking on own practice</p> <p>Flexible and positive approach to work</p> <p>Good attendance Record.</p> <p>Manual handling of patients, using lifting aids</p> <p>Able and willing to work flexible shift patterns, internal rotation to day and night duty and unsocial hours, according to service needs</p>	<p>A</p> <p>A</p> <p>A</p> <p>I</p>		

November 2011\CE August 2012

A=application

I=interview

T=Test/ assessment centre