

Agenda for Change: Job Description

Post Title:	Staff Nurse
Directorate/Department:	Various
	Division's A - D
Agenda for Change Band	Band 5
Hours Per Week:	Full-time/Part-time considered
Accountable to:	Senior Sister / Senior Charge Nurse (Ward manager)
Accountable for:	N/A
Main Purpose:	<ul style="list-style-type: none"> To provide a high standard of individualised nursing care in accordance with agreed policies, through assessment, planning, implementation and evaluation. To coordinate all aspects of care delivery. <p>To develop personally and professionally, into undertaking all aspects of the role of a Band 5 nurse</p>
General Duties:	<ol style="list-style-type: none"> To give and receive regular reports on the progress of patients, immediately acting on any changes in the patients' condition, and reporting them to the relevant health care professional. To work with medical staff and other members of the health care team to ensure that treatments are carried out within agreed policies. To maintain accurate records of observation, treatment and patient/family care. To inform relevant parties of any untoward events or problems affecting patients or staff, and to begin preliminary action as appropriate. To develop time management and leadership skills in order to lead a small team of nursing staff, ensuring high standards of care are developed and maintained within that team. To provide supervision (direct and indirect) to members of the team, identifying and supporting their learning needs. To develop an awareness of resources and cost-effective measures in planning care and managing the workload of the team. To receive patients and their relatives in a calm, courteous and reassuring manner, participate in providing information and support. To uphold confidentiality due to patients and relatives at all times and in all situations according to Trust policy. To adhere to policies and procedures, and be familiar with the location of current files. To ensure the safe custody of patients' belongings and valuables according to Trust policy. To participate in the checking and administration of prescribed drugs

	<p>(including controlled drugs) and other substances in accordance with Trust policy.</p> <ol style="list-style-type: none"> To carry out Trust policy on the safe storage and administration of prescribed drugs and other substances. To ensure compliance with Infection Control standards, in line with Trust policy. To participate in the checking and administration of intravenous drugs having demonstrated relevant knowledge and competence, and been authorised by Senior Ward Sister/Senior Ward Charge Nurse or Matron. To co-ordinate the arrangements for the successful discharge of patients and their continuing care in liaison with the multi-disciplinary team, in accordance with the Trust policy. <p>To ensure that all equipment is in good working order and ready for immediate use. Report any defective equipment or provision of supplies to the appropriate department</p>
Personnel and Professional Development	<ol style="list-style-type: none"> To support the Fire Group Leader, ensuring that all staff are aware of: Position of fire fighting equipment. Standard fire procedure. To wear the correct uniform and to present oneself in a professional manner at all times. To positively promote good working relationships within the team and to ensure good communication between team members and other ward/unit/hospital staff. To develop the skills necessary to undertake the role of ward co-ordinator. To actively participate in meetings on matters relating to the ward/unit, feeding back information to relevant parties, and acting on information. To be involved in the planning and organisation of meetings as appropriate. To be aware of and cascade information from Care Group briefing sessions and the annual business plan objectives. To communicate effectively and share knowledge, skill and expertise with other members of the team as required for the benefit of patients and clients. To facilitate students of nursing, midwifery and others to develop their competence. To act as clinical supervisor and assessor for student nurses and staff undertaking Care Certificate/apprenticeship/Foundation Degree qualifications, upon completion of the relevant mentorship course. To develop the skills required to participate in the education of staff, in both formal and informal settings. To participate in the Divisional quality monitoring programme, auditing standards of care and implementing changes agreed with the Senior Ward Sister/Senior Ward Charge Nurse. To keep up-to-date with clinical developments, and participate in innovation and change concerned with improving the standards of care for patients. To have identified, by the Foundation Gateway, a specific area of

	<p>interest/project/audit/link role, and to subsequently develop as a resource for this.</p> <p>13. To participate in the Development Review Process, using the NHS KSF Band 5 post outline to agree a personal development plan with the Sister/Charge Nurse to ensure identified learning and development needs are met in a timely fashion.</p>
--	--

Duty of Care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS Standards of Business Conduct and Professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Working Together 3. Always Improving <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and Safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection Prevention and Decontamination of Equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child	<p>All staff providing services to patients and children are reminded of their</p>

Protection/Safeguarding	responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.
Confidentiality	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p>
Last Updated	11 October 2017