

Job Details

Job Title: Staff Nurse

Hours of Work: 37.5 hours per week

Band: 5

Department: GTEC

Division: GTEC

Base: NHS Trusts in partnership with the GTEC Programme

Reporting Arrangements

Managerially Accountable to: Ward Manager

Professionally Accountable to: Head of Nursing & Patient Services

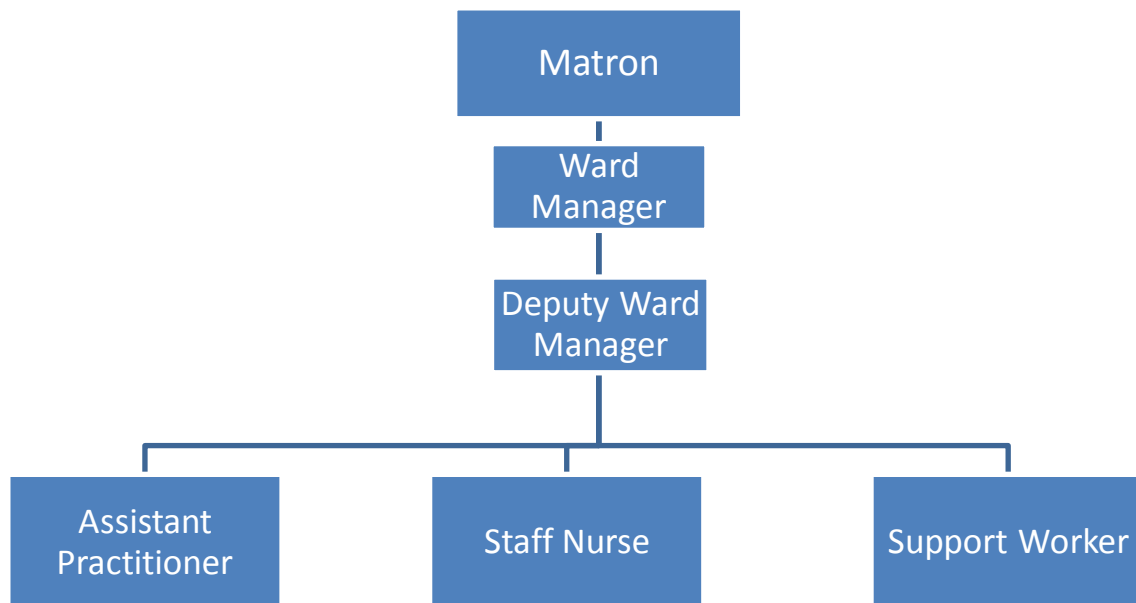
Responsible for: Provision of patient care under the supervision of Ward Manager

Job Purpose

Under the supervision of the ward manager the nurse is responsible for the provision, organisation and direction of nursing care of the patients in his/her care. To communicate effectively with all members of the multidisciplinary team to ensure safe and high quality care is provided to all patients. This programme provides an opportunity to come to the UK and gain NHS experience in a nursing capacity for a period of three years.

Organisation Chart

The organisational chart shows the position of the job within the department/service, indicating any services/functions directly managed.



Duties and Responsibilities

Key results from the job holder

- To provide the highest standards of care to our patients.
- Performs well within a multi-disciplinary team.
- Upholds NMC Code of Conduct.
- Adheres to Trust policies and procedures

Planning and Organisational Duties

- Accountable for nursing practice and takes every opportunity to sustain and improve his/her knowledge and professional competence.
- Participates in the assessing, planning, implementing and evaluating programmes of care relevant to patients within sphere of responsibility and under supervision.
- To be sensitive to the needs of patients in relation to courtesy, privacy and dignity.
- To be familiar and adhere to Trust and Divisional objectives, policies, guidelines and current legislation.

Communications and Key Working Relationships

- In conjunction with senior nursing staff and specialist nurses participate in the setting/monitoring and evaluation of standards of care to patients.
- To communicate effectively with all members of multi-disciplinary team regarding patient care.

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- To assist with the investigation and timely resolution of complaints and PALS enquiries.

Responsibility for Research

- Participate in all aspects of multidisciplinary audit.
- Participate in the development and application of evidence based practice within care delivery.

Responsibility for Finance

- To be aware of resources and give high quality cost effective care.

Responsibility for Human Resources

- In conjunction with the ward manager, participate in induction programmes, introducing new staff to the ward and their duties.
- Participate in undertaking Appraisals/IPR's for members of the support staff.

Responsibility for Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Responsibility for Teaching

- Take personal responsibility for developing and maintaining own knowledge, clinical skills and professional awareness in conjunction with NMC guidance.
- Attend mandatory training as directed by Trust.
- In conjunction with ward manager, help create and maintain a suitable learning environment for staff and students and act as a mentor in the supervision and teaching of less experienced staff.
- To develop own teaching skills and participate in education programmes supervising unqualified nurses and students as directed.

Responsibility for Information Resources

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- To complete patient documentation and undertake record keeping in a timely manner, ensuring that all entries are accurate and legible and that information systems are maintained.
 - To provide information as required, including notification of adverse events and accidents to patients, staff and visitors.

Standard Duties & Responsibilities

The Trust operates a No Smoking Policy.

All Wroughtington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and

post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.

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