Royal Free London NHS
NHS Foundation Trust

JOB DESCRIPTION

JOB TITLE:	**Staff Nurse**	
DIVISION:		
SALARY BAND:	**Band 5**	
RESPONSIBLE TO:	**Junior Sister**	
ACCOUNTABLE TO:	**Senior Sister/Charge Nurse**	
HOURS PER WEEK:	**37.5**	
LOCATION:		
MANAGES:	**Directly:**	
	Indirectly:	

JOB SUMMARY:

- The post holder will be expected to liaise appropriately with all key members of the multi-disciplinary team and service users related to the speciality.
- To be responsible for all aspects of patient care including the assessment, planning, delivery and evaluation of direct patient care with supervision from senior staff.
- To support the Charge Nurse/Senior Sister to monitor the safety and quality of care for patients.
- In the absence of the Junior Sister/Charge Nurse to be responsible for the day-to-day management of the ward.
- To manage a group of Nursing Assistants and assign delegated tasks and responsibility as appropriate.
- To ensure the compliance of mandatory training and appraisal requirements for delegated Nursing Assistants.
- To ensure a positive focussed service incorporating patients' feedback to maintain and improve patient care.
- To act as an effective role model promoting excellence through practice.

Date of JD review: July 2014

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values
The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- Welcome all of the time
- Confident because we are clearly communicating
- Respected and cared for
- Reassured that they are always in safe hands

1. CLINICAL RESPONSIBILITIES

- Maintain a professional behaviour at all times and promote a positive image of Royal Free London NHS Foundation Trust at all times, in line with World Class Care values.
- To be responsible for the unsupervised assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care.
- To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.
- To contribute to the development of evidence based guidelines/policies relating to speciality.
- To ensure accurate and comprehensive nursing records are maintained using appropriate written and electronic documentation.
- To collect data and provide essential information in a timely and accurate manner when requested for e.g. audits or monitoring CQC standards.
- To measure patient acuity and/or dependency to inform evidence-based decision making on staffing and workforce.
- To monitor and record planned vs actual staffing levels and escalate issues when necessary.
- To be responsible for ensuring effective mechanisms are in place so that all clinical and non-clinical incidents, including serious incidents are properly reported, investigated and changes made to avoid recurrence.
- To establish effective working relations with all members of the multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
- To supervise unqualified staff, to ensure that they have the knowledge, skills and resources to carry out delegated aspects of care.

2. RESPONSIBILITY FOR PATIENTS

- To ensure high standards of care are given to all patients, monitoring this through spot checks and clinical quality indicators outcome measures.
- Contribute to patient and relative feedback by undertaking daily clinical rounds with the aim of providing excellent standards of care.
- To collaborate in the assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care.
- To ensure communication with patients and significant others is established, ensuring empathy and reassurance regarding, assessment, care and treatment.
- Be accountable at all times for ensuring that safeguards are in place for patients, in particular those adults or children at risk.

- To facilitate early discharge planning being carried out to enable appropriate arrangements to be in place for patients leaving hospital or transferring in order to achieve a safe and timely discharge from hospital.
- To ensure that all patients are cared for in a clean and well-maintained clinical area, ensuring that all staff are aware that they are directly responsible for cleanliness standards when in charge and escalating issues when necessary.

3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- Ensure that all staff act in accordance with Trust policies such as Infection Prevention and Control, Confidentiality, Health & Safety and Equal Opportunities.
- Assist with the development of, and implementation of, local and trust wide policies, procedures, guidelines and protocols.
- To be aware of the research process and current trends.
- In collaboration with the Senior Sister/Charge Nurse, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- Resolve any concerns about levels of care or incidents involving patients escalating to the Matron/Senior Sister and reporting via the Trust's incident reporting system.
- Contribute to discussions and plans regarding service improvements and initiatives.

4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- Takes an active role in the ward environment needs, being alert to possible sources of cross-infection, maintaining safe and clear walkways and bed areas, ensure fire exits remain clear and equipment and supplies are stored correctly.
- To be responsible for ensuring confidentiality and safekeeping of patient records.
- Accountable for efficient and economical use of ward supplies.

5. RESPONSIBILITY FOR LEADING AND MANAGING

- Take an active role in the induction and orientation of new Nursing Assistants.
- Demonstrates effective time management and prioritisation of workload.
- Demonstrates good leadership skills and ensure that communication is effective between the patient, relatives and members of the multidisciplinary team.
- In the absence of the junior sister take charge of the ward
- To develop skills to be able to investigate accidents, incidents and complaints, implementing corrective actions where necessary and in consultation. To liaise with the Senior Matron and Complaints and Clinical Risk Management Teams appropriately.
- Have an awareness of cost implications and assist in the management of resources within the clinical area e.g. equipment, supplies.
- To contribute to the planning and organising of service improvements.

6. RESPONSIBILITY FOR INFORMATION RESOURCES

- To be responsible for ensuring confidentiality and safekeeping of patient records.
- To ensure that there is effective communication systems in place to allow staff to keep abreast of developments in the organisation including unit meetings.

7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- To be aware of the research process and current trends.
- In collaboration with the Matron, and clinical lead, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.

GENERAL RESPONSIBILITIES

Infection Control
Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and The Health and Social Care Act 2008: Code of Practice for the prevention and control of healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's polices and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work
The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection
The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.
If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.
You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest
The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity
The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment

status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.
You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a away as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

PERSON SPECIFICATION
POST TITLE: Staff Nurse Band 5

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
Royal Free World Class	• Demonstrable ability to meet the Trust		• I

Values	Values 		
Education & professional Qualifications	• First Level Registration • Evidence of recent and ongoing professional development • Post qualification in relevant speciality • Recognized teaching or mentorship qualification or working towards	• E • E • D • D	• A • A / I • A / I • A / I
Experience	• Post registration experience working in an acute hospital setting • Awareness of current professional nursing issues • Demonstrates sound knowledge of infection control standards • Demonstrates understanding of the importance of audit/quality	• E • E • E • E	• A / I • A / I • A / I • A / I
Skills and aptitudes	• Ability to plan and prioritise workload • Proven communication skills and ability to negotiate • Skilled in use of computer/key board • Ability to supervise registered and unregistered staff • Ability to work well within a team • Knowledge of risk management • Ability to lead change and service improvement • Aware of quality and safety standards and ward audit requirements • To maintain a safe clinical environment conducive to patient care	• E • E • E • E • E • E • E • E • E	• A / I • A / I • A / I • A / I • A / I • A / I • A / I • A / I • A / I
Personal Qualities & Attributes	• Ability to demonstrate initiative and solve problems • Ability to work as a team and form professional relationships with colleagues • Enthusiastic and assertive • Adaptable to change • Diplomatic and calm • To be flexible and approachable • Ability to work rotating shifts	• E • E • E • E • E • E • E	• A / I • A / I • A / I • A / I • A / I • A / I • A / I