

## **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Staff Nurse
<b><u>GRADE:</u></b>	Nursing and Midwifery – Band 5
<b><u>REPORTS TO:</u></b>	Sister/Charge Nurse
<b><u>ACCOUNTABLE TO:</u></b>	Matron

## **JOB PURPOSE**

Responsible for the assessment of care needs and the development of programmes of care and/or the implementation and evaluation of these programmes. Carry out all relevant forms of care without direct supervision and demonstrate procedures to and supervise qualified and/or unqualified staff.

## **MAIN DUTIES**

### **1. ASSESSOR of nursing:-**

- 1.1 Takes nursing history of patients through interviewing and observation.
- 1.2 Maintains accurate clinical observations of the patient's condition.
- 1.3 Interprets the significance of data to the patient's condition and progress.
- 1.4 Identifies and discusses nursing problems or needs with the patients, relatives and other staff.
- 1.5 Acts as an associate nurse.

### **2. PLANNER of nursing:-**

- 2.1 Identifies the priorities of nursing care for patients.
- 2.2 Identifies realistic goals in care plans.
- 2.3 Organises time, equipment and the staff to deliver nursing care.

### **3. PRACTITIONER of nursing:-**

- 3.1 Gives skilled care to patients and relatives.
- 3.2 Administers drugs and treatments as prescribed with safety, accuracy and intelligence within the Trust.
- 3.3 Communicates effectively with patients, their relatives and co-workers.
- 3.4 Liaises with medical, para-medical staff and social workers in the delivery of care.
- 3.5 Ensure that individual patients are assessed and that care is planned to meet their handling and moving needs.
- 3.6 May be required to act as a Trainer or Risk Assessor in Moving and Handling.

### **4. EVALUATOR of nursing:-**

- 4.1 Contributes the setting of standards for nursing care.
- 4.2 Evaluates the quality of care given to patients.
- 4.3 Measure goal achievements with patients and relatives and co-workers.
- 4.4 Changes care plans and goals according to evaluation, under the direction of the Primary Nurse.

5. **LEARNERS/RESEARCHER of nursing:-**

- 5.1 Seeks out new knowledge of nursing and health by reading, enquiring and partaking in continuing education programmes.
- 5.2 Seeks to develop new skills.
- 5.3 Applies research findings to nursing practice.

6. **TEACHER of nursing and health:-**

- 6.1 Assesses the learning needs of patients, relatives and staff (including learners).
- 6.2 Instructs patients, relatives and staff (including learners) about nursing.
- 6.3 Demonstrates nursing skills to patients, relatives and staff (including learners) and support workers.
- 6.4 Reflects on learning experiences with patients, relatives and staff (including learners).
- 6.5 Assist with assessing the progress of individual learners, junior staff and support workers.
- 6.6 Advises members of the public on the promotion of health and prevention of illness - promoting ward activity
- 6.7 Offer recognised training, and participate in the training and assessment of support workers.

7. **MANAGER of nursing:-**

- 7.1 Assesses work to be carried out.
- 7.2 Organises staff (according to competence), time and equipment for completion of work.
- 7.3 Supervises the delivery and quality of care given.
- 7.4 Praises and corrects team members as appropriate.
- 7.5 Reports and receives reports of work activity.
- 7.6 Assists with the identification of training needs of junior and untrained nursing staff.
- 7.7 Co-ordinates the care given by nurses, medical, paramedical staff and social workers.
- 7.8 Handles complaints by patients, members of the public and staff in accordance with the Trust's Policies.
- 7.9 Assist the Sisters to maintain safe systems of work, including COSHH and manual handling of loads.

8. **PROFESSIONAL PERSON**

- 8.1 Abides by the legal requirements and statutory rules relating to practice, e.g. NMC Code of Conduct.
- 8.2 Takes responsibility for personal development and education including in-service training.
- 8.3 Discusses personal development and progress with ward sisters through internal informal appraisal.
- 8.4 Maintains standards of conduct and dress to sustain the public confidence in accordance with the NMC Code of Professional Conduct and the Trust's Policies.

All members of the Trust have a mandatory obligation to be aware of and abide by the following:

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Trust that they 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.

### **Records Management/Data Protection Act**

As an employee of the Trust, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

### **Health and Safety Requirements**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust whether patient records or Trust information. This duty lasts indefinitely and will continue if you are no longer employed by the Trust.

All the information which identified individuals in whatever form, paper, picture, electronic data, images or voice, is covered by the Data Protection Act 1988 and should be managed in accordance with this legislation.

### **Trust Policies**

The Trust operates a range of policies, Human Resources, Clinical Practice etc. All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Research**

The Trust manages all research in accordance with the requirements of the Clinical Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

## **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are required to treat all patients, customers, visitors and work colleagues with dignity and respect irrespective of their background.

## **Child Protection**

All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.

## **Infection Control**

All employees have a personal responsibility for adhering to the control of infection policy. Further guidance can be sought from your Line Manager.

## **Knowledge and Skills Framework/Personal Development Review**

For your post you will receive a KSF job outline detailing knowledge and skills needed to undertake your role. You will be required to undertake an annual personal development review (PDR) which will give you the opportunity to discuss with your manager your progress in relation to your job outline.

Once progression has been agreed you will normally progress to the next incremental point on the pay band 12 months after appointment to this post and to subsequent points every 12 months thereafter, subject to meeting the criteria for progression when you pass through the second gateway point.

## **STANDARDS OF CONDUCT**

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities, confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

- If its about me, involve me
- Working together in partnership
- Aspiring to excellence
- Ongoing improvement of our service

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy and is a 'smokefree' zone.