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# Job description and person specification
# Registered Staff Nurse Band 5

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| | | |
|---|---|---|
| **Job Title:** Registered Nurse | | **AfC Reference No:** RN/2020/10/JF2 |
| **Business Group:**<br>***Surgery*** | | **Band: 5** |
| **Staff Group**<br>*Please indicate ✓*<br>*This section must be completed* | • *Administrative Services*<br>• *Allied Health Professionals*<br>• *Health Science Services* | • *Nursing and Midwifery ✓*<br>• *Support Services* |
| **Hours or Programmed Activities:**<br>Full time / Part time | **Base:** Stockport NHS Foundation Trust | |
| **Accountable to:** Ward Manager | | |
| **Responsible for:** Band 2/Band 4/Care delivered | | |
| **Professionally Accountable to:** Matron | | |
| **Job Summary:**<br>The post holder will be a Registered Nurse responsible for the delivery of high quality patient care and uphold the Nursing Midwifery Council (NMC) professional standards. Working as part of the multi-disciplinary team they will be an accountable practitioner responsible for the assessing, planning, evaluating and co-ordinating of care delivery . | | |

**Organisation Chart**

## JOB DESCRIPTION

**Main Duties and Responsibilities**

The post holder will be responsible for effectively delivering skilled nursing care to patients using a systemic approach of assessing planning, implementing and evaluating to ensure a high standard of care. The post holder will assist in the admission and discharge processes for patients in line with local procedures.

They will provide support with the effective patient admission pathways and effective discharge planning using their clinical skills to agree admissions and manage/report any impact on shifts/ workload and staffing levels.

They will proactively engage with patients, relatives and carers to seek their views, gain agreement and keep them informed about their treatment and care. They will demonstrate compassion by recognising and responding to individual needs in a warm, thoughtful, sensitive and helpful way.

Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct and related documents.

To be flexible to work within other areas or departments to meet the demands of the trust workforce model and changing service needs.

**Communications**

- Communicate all relevant information to the multi-disciplinary team internally and with external organisations as required to ensure seamless care
- Attend departmental and directorate meetings as required, to ensure an awareness of developments within the area of practice.
- Assist in maintaining an effective communication network; written, verbal and electronic, informing senior staff of all matters outside your role/sphere of competence; cascading information to more junior staff.

- Develops and maintain communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathic manner.

**Responsibility for Patient Care**

- Assist patients/service users/carers/relatives during incidental contacts.
- Act as patient's advocate in promoting, and delivering the highest standard of nursing care, ensuring all fundamentals of care are addressed in a dignified and respectful manner.
- Ensure all current and relevant policies and procedures are adhered to.
- Using evidence-based practice, assess patients' physical, psychological and spiritual needs, create care plans, implement and evaluate nursing care involving patients and carers, as appropriate.
- Ensure patient's nutrition and hydration needs are met.
- Undertake and record full initial assessments at the earliest opportunity.
- Perform nursing care and enhanced clinical skills to a high quality standard.
- Monitor patients' condition and report observations to relevant health professionals, carrying out nursing interventions as required.
- Demonstrate safe and timely administration and storage of medications.
- Achieve and maintain core and specific competencies
- Report and record all untoward incidents and investigate any incidents, which occur when taking charge.
- Contribute to the ACE accreditation programme as required.

**Planning and organising**

- Organise and plan own day to day workload for activities in order to meet the demands of the job role.
- Collaborate with the multi-disciplinary team and other service providers internally and externally; ensure care is patient centred, effective and efficient.
- Help to prevent the spread of infection by adopting infection control measures appropriate to the situation, and participate in educating staff, patients and carers.
- Carry out patient based risk assessments, e.g. falls, nutrition, medication, infection control, pain in line with Trust policies and timescales.
- Incorporate health education into patient/client and carer exchanges whenever possible.
- Carry out patient based risk assessments and incorporate into plans of care.
- Delegated duties are realistic, achievable and take into account team member's role, abilities and development needs.

**Responsibilities for Physical and / or Financial Resources**

- Ensure safe and effective use of equipment, resources and consumables at all times.
- Ensure patients valuables and belongings are documented and managed according to Trust policy.
- Reports on low/insufficient stock levels to support smooth running of the department.
- Cleans/maintains and stores equipment correctly.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirement

**Responsibility for Policy and Service Development and Implementation**

- To be aware of, comment on and actively support in changes on policies, procedures or service developments.

- To embrace and support line management and the department in making service improvements effective within the workplace.
- To work within policy, professional and legal frameworks at all times. This requires knowledge of Nursing & Midwifery Code of Conduct, NMC Adult / Child Protection Protocols, Risk Assessment formulation and Trust Policy and Procedures.
- Keep up-to-date with legal matters that may arise during course of duty.
- Be aware of, and adhere to Trust and departmental policies and procedures.
- Staff are expected to participate and support in Key Performance Indicators and Accreditation of Continued Excellence.

**Responsibilities for Human Resources and Leadership**

- Support new or less experienced work colleagues to adapt to the work place.
- Oversee the provision of physical nursing care, providing guidance and support to junior staff in this area.
- Assist with induction programmes for newly appointed staff and contribute to ensuring an effective learning environment for all staff.
- Participate in appraisal and develop an annual Personal Development Plan to identify training and development needs, in line with personal and organisational objectives.
- Take charge of the ward/unit in the absence of more senior staff, supervising the work of more junior staff as needed.

**Responsibilities for Teaching and Training**

- Participate in training and development activities that are relevant to the job role.
- Participate in education and training of junior staff.
- Support colleagues' development, including clinical supervision. Assist in monitoring progress of student nurses/nursing associates; providing written reports on progress.
- Comply with and facilitate preceptorship and mentoring for all new learners, ensuring support to all newly qualified staff.
- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.

**Responsibilities for data and information resources**

- Write reports, record observations and maintain care plans, including electronic data storage; and other appropriate records, accurately, legibly and concisely.
- Maintain accurate and complete records of all care activities, in a timely manner, adhering to local and professional standards for documentation.
- Use Information Technology, to improve and inform practice.

**Research, Development and Audit**

- Comply with, and contribute to, quality standards and guidelines, and take part in data collection and participation in audits for research studies as required.
- Demonstrate ability to use current research to develop & critically evaluate current practice.
- Use results from audits and any other data collection tools to influence and celebrate yours and others practice.

**Physical Skills and Effort**

- The physical skills required of the post include pushing and pulling e.g trollies, and supporting the manoeuvre and repositioning of patients.

**General Duties for all employees**

**Hand Hygiene**

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

**Safeguarding**

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

**Prevention**

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

**Data Protection, Confidentiality and Information Governance**

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not 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.

**Health & Safety**

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

**Harassment & Bullying**

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

**Dignity & Respect**

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

**Quality Improvement**

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

**No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust’s Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

**Date:**

**Manager's Signature: _____**

**Postholder's Signature: _____**

**PERSON SPECIFICATION**

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

**Post:** **Staff Nurse**

**Band:** **Band 5**

| Requirements | Assessment Method – Application Form (AF) / Test (T) / Interview (I) / References (R) | | | | |
|---|---|---|---|---|---|
| | **Essential (E) / Desirable (D)** | **AF** | **T** | **I** | **R** |
| **Education & Qualifications** | | | | | |
| • Current 1st level Registration | E | ✓ | | ✓ | |
| • Relevant post registration courses appropriate to the clinical area | D | ✓ | | ✓ | |
| **Knowledge** | | | | | |
| • Computer literacy | E | ✓ | | ✓ | |
| • Evidence of continuing professional development (CPD) | D | ✓ | | ✓ | |
| **Experience** | | | | | |
| • Experience of supervising others | D | ✓ | | ✓ | |
| • Experience of working in clinical areas | E | ✓ | | ✓ | |
| • Experience of delivering patient care | E | ✓ | | ✓ | |
| **Skills & Abilities** | | | | | |
| • Effective time management | E | ✓ | ✓ | ✓ | |
| • Ability to work under pressure | E | ✓ | ✓ | ✓ | |
| • Resource management | E | ✓ | ✓ | ✓ | |
| • Ability to work effectively in a team | E | ✓ | ✓ | ✓ | |
| • Ability to use own initiative | E | ✓ | ✓ | ✓ | |
| • Problem solving | E | ✓ | ✓ | ✓ | |
| • Motivated | E | ✓ | ✓ | ✓ | |
| • Ability to adapt and cope with change | E | ✓ | ✓ | ✓ | |

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| • Demonstrates a positive "can do" approach to change<br>• Attention to details<br>• Shows enthusiasm for achieving results<br>• Demonstrates an awareness of patient dignity and respect<br>• Effective Communication – Written/verbal | E<br>E<br>E<br>E<br>E<br>E | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | |
| **<u>Work Related Circumstances</u>**<br>• Occupational Health Clearance<br>• Flexible and adaptable<br>• Mental effort: to exert frequent concentration where the work pattern is unpredictable.<br>• Emotional Effort: the post holder will at times be exposed to frequent distressing and occasional highly distressing and emotional circumstances. | E<br>E<br>E<br>E | | | ✓<br>✓<br>✓<br>✓ | |