

THE PENNINE ACUTE HOSPITALS NHS TRUST

JOB DESCRIPTION

JOB DETAILS

Job Title:	Staff Nurse
Grade:	Band 5
Department / Ward:	Programmed Investigations Unit (PIU)
Division:	Medicine
Base:	North Manchester General

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Ward/Departmental Manager
Other Accountabilities:	Clinical Nurse Manager
Responsible for:	Supervision of junior and unregistered staff.

JOB PURPOSE

The post holder will:

- Be responsible for the assessment of care needs, the planning, implementation and evaluation of nursing care
- Supervise junior staff and to participate in the teaching of students on both basic and post basic courses.
- Maintain his/her personal and professional development.
- Participate in effective utilisation of resources.
- Act in accordance with the NMC Professional Code of Conduct.

DUTIES AND RESPONSIBILITIES

1 MANAGEMENT RESPONSIBILITY

The postholder will

1. Act as the team leader for a group of patients
2. Participate in the supervision for junior nurses and unregistered staff
3. Report all accidents/untoward incidents and ensuring relevant documentation is completed.
4. Undertake delegated responsibilities from the Senior Sister/Charge Nurse.
5. Develop an awareness of the cost implications and exercise economy when using or ordering medical supplies.
6. Participate in the investigation of complaints and incidents.
7. Participate in the promotion of safety, well-being and interests of the patients, staff and all visitors to the clinical area.
8. Participate in the appraisal system.

2 PROFESSIONAL

The postholder will:

1. Maintain his/her own professional status and will ensure that the NMC requirements for registration are met and adhered to.
2. Maintain a Personal Professional Profile.
3. Maintain good relationships, communications with all disciplines within the Trust and externally.
4. Maintain good relationships and effective communication with patients, relatives and carers.
5. Act as an advocate for the patient/client and/or carer when necessary.
6. Actively participate in ward and professional group meetings.
7. Contribute towards the implementation of the Pennine Acute Hospitals NHS Trust Nursing Strategy for Patient Care.
8. Keep up to date with current issues and developments in nursing and healthcare.
9. Participate in Preceptorship and Clinical Supervision Programmes.
10. Ensure that information processed for both patients and staff is kept accurate, confidential and secure in line with the Data Protection Act (1998) and the Security and Confidentiality Policy.

3 EDUCATION & TRAINING

The post holder will:

1. Take responsibility for pursuing his/her own professional development in accordance with an agreed personal development plan.
2. Assist in the teaching and supervision of basic/post basic learners and other members of staff.
3. Following appropriate training, act as a mentor/associate mentor/assessor for basic learners.
4. Participate in creating an environment conducive to the acquisition of further knowledge and skills.
5. Participate in the orientation of new staff.
6. Develop his/her managerial skills in accordance with an agreed personal development plan
7. Participate in patient education and health promotion programmes.
8. Attend all mandatory training/update sessions.

4 CLINICAL

The postholder will:

1. Be responsible for the assessment, planning, delivery and evaluation of nursing care.
2. Assist in developing an environment that supports the value of nursing care.
3. Carry out clinical duties in accordance with National, Trust and local standards and policies.
4. Advise patients/clients of the promotion of health and prevention of illness.
5. Take responsibility for the correct use and operation of medical equipment in accordance with relevant Trust and national guidance.
6. Assist in the monitoring of standards of care within the Trust's Governance Framework and agreed priorities, contributing to audit where appropriate.

5. 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.

6. 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 or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which

you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

7. 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.

8. 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 after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

9. EQUAL OPPORTUNITIES

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

10. TRUST POLICIES/TRUST VALUES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

As a trust employee you are expected to work in accordance with the Trust's values.

11. RESEARCH

The Trust manages all research in accordance with the requirements of the Research 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.

12. SAFEGUARDING VULNERABLE PEOPLE (CHILDREN/ADULTS)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Trust for further guidance. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

13. PROTECTION OF VULNERABLE ADULTS/CHILDREN (CRB)

CRB Disclosure checks are carried out for all new appointments who have access to children or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to CRB checks, and are successful.

14. INFECTION PREVENTION

Protection of patients from healthcare associated infection (such as MRSA and Clostridium Difficile) is everyone's business. All healthcare workers have a duty to provide clean, safe care by observing basic hygiene i.e. washing hands (soap & water; alcohol gel) before and after contact with the patient and the clinical environment. Clinical staff additionally must practice Aseptic No Touch Techniques for invasive procedures and aftercare.

15. COMPLAINTS

The Pennine Acute Hospitals NHS Trust offers an accessible and impartial complaints service, which is accountable, confidential and effective. The service will be responsive, simple and speedy, whilst remaining thorough. All staff should regard complaints as natural, positive suggestions on services that the Trust provides. Staff should be sensitive to the wishes, hopes and anxieties of patients, relatives, friends and the community generally. Where staff find it is not possible to provide the required information, explanation or reassurance, then the issue may be passed to the Patient Advice and Liaison (PALS) Officer.

16. CODE OF PROFESSIONAL CONDUCT

Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.

17. SUSTAINABLE DEVELOPMENT

As an employee of Pennine Acute Hospitals NHS Trust, you are part of our pledge committed to the reduction of the Trust's carbon footprint. Every employee can play a vital part and contribute to our social responsibility to use resources in a more sustainable way. You have a duty to ensure you participate in the Trust's recycling programmes, energy saving plans, travel reduction strategies and new green initiatives that will be introduced to work towards a sustainable future.

18. GENERAL COMPETENCY ON DATA QUALITY

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust's Information Quality and Clinical Record Keeping policies.

Date Prepared:

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

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PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests and other requirements that the post holder requires to perform the job to a satisfactory level.

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	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	Registration with NMC Willingness to undertake relevant Further study or training as required for the post.		Certificates Interview
EXPERIENCE	To demonstrate an interest in the specialty.	Previous experience in caring for patients in an acute setting. Previous experience in a PIU setting.	Application Form Interview References
SKILLS	Good communication skills (written & verbal) To demonstrate the ability to work within a team.	IT Venepuncture and cannulation.	Application Form Interview References
KNOWLEDGE	To demonstrate the ability to assess, plan, implement and evaluate care.	Demonstrate a knowledge of the specialty	Application Form Interview References
OTHER (Please Specify) <u>SEE NOTE BELOW</u>	Work Health Assessment if required Attendance in line with Trust Sickness and Absence Policy Willingness to work flexible shifts (See note)		Application Form Interview Document Check

PLEASE NOTE

This document is designed to reflect current working practices and it is recognised that staff at this level may already work in established shift patterns with varying degrees of flexibility. Such arrangements will continue subject to negotiation between the post holder and the Ward/Departmental Manager

Date Prepared:

Prepared By:

Agreed by: Employee

Agreed By: Manager

Date Agreed:

Date Agreed:

Date Reviewed:

Reviewed by: