

SHAPE YOUR STORY

Recruitment Information Pack





Our Vision To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
W WELCOMING 	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you <ul style="list-style-type: none"> Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING 	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you <ul style="list-style-type: none"> Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE 	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health <ul style="list-style-type: none"> Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A ACCOUNTABLE 	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion <ul style="list-style-type: none"> Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL 	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations <ul style="list-style-type: none"> Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E EQUITABLE 	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly <ul style="list-style-type: none"> Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



Job Particulars

Job Title	Staff Nurse Day Surgery / Short Stay ward
Pay Band	5
Location	Royal London Hospital
Reports to	Associate Director of Nursing
Responsible to	Sister / Senior Sister/ Charge Nurse / Senior Nurse

1. Job Purpose

To provide the highest standard of individualised and holistic patient care in conjunction with the multidisciplinary team.

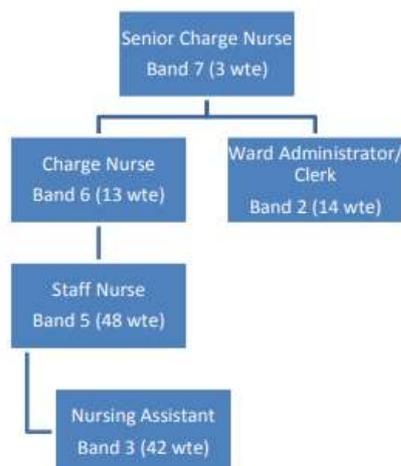
To supervise and teach junior members of staff and learners as required, and maintain own personal development with support.

To provide high quality nursing care to patients and their families, in accordance with agreed policies.

2. Key Working Relationships

Internal	External
Sister / Charge Nurse Senior Sister/ Charge Nurse Senior Nurse All members of Surgical team All Surgical Consultants and junior medical team All multi-disciplinary team members Ward administrator / Clerk	Patient's relatives Members of the public Visitors to the Trust Emergency services

3. Structure Chart



4. Main duties, responsibilities and results areas

- 1.1. *Professional / Clinical responsibilities*
- 1.2. *Assesses, plans, implements and evaluates patient care and make changes as necessary.*
- 1.3. *Identifies deteriorating patients and takes appropriate action.*
- 1.4. *Ensures documentation is accurate and up to date, utilising the electronic health record.*
- 1.5. *Demonstrates an enquiring approach to patient care.*
- 1.6. *Demonstrate awareness of issues affecting HIV/ Infection and Immunity and Respiratory patients as in and outpatients.*
- 1.7. *Demonstrate awareness of the nursing care needed by HIV/Infection and Immunity and Respiratory patients.*
- 1.8. *Develop skills in accordance with the expanded role relevant to the post holder's clinical area such as cannulation and phlebotomy and patient health promotion/education.*
- 1.9. *Educates patients and relatives about how to adopt healthy lifestyles, and look after their own health and wellbeing.*
- 1.10. *Identifies and helps patients, relatives and staff to reduce any risks associated with health and wellbeing.*
- 1.11. *Ensures patients' views are taken into account in the decision making process.*
- 1.12. *Participates in collaborative decision making within the inter-disciplinary team.*
- 1.13. *Participates in meeting the health education and promotes the needs of patients and carers.*

Senior Charge Nurse Band 7 (3 wte)

Charge Nurse Band 6 (13 wte)

Staff Nurse Band 5 (48 wte)

Nursing Assistant Band 3 (42 wte)

Ward Administrator/Clerk Band 2 (14 wte)

- 1.14. *Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.*
- 1.15. *Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.*
- 1.16. *A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care.*
- 1.17. *The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.*
- 1.18. *Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.*
- 1.19. *The post holder must at all times work in accordance with the NMC Code of Professional Conduct (2015).*
- 1.20. *Participates in research, audit and quality initiatives, e.g. Essence of Care.*
- 1.21. *Demonstrates knowledge and skills related to evidence based practice.*
- 1.22. *Monitors the quality of work on own area and alerts others to quality issues.*
- 1.23. *The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy.*



1.24. *Identifies and takes action when own or others' behaviour undermines equality and diversity.*

1.25. *Take account of own behaviour and its effect on others.*

2. Management and Leadership

2.1. *Co-ordinates the activities of the clinical area, taking charge when required.*

2.2. *Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.*

2.3. *Develops knowledge, understanding and application of their personal leadership skills.*

2.4. *Provides feedback to other workers on their communication at appropriate times.*

2.5. *To be responsible for disseminating Trust policies and information as required.*

2.6. *Take account of own behaviour and its effect on others.*

3. Financial responsibilities

3.1. *Uses and maintains resources efficiently and effectively and encourages others to do so.*

4. Information management

4.1. *Demonstrates an understanding of research and development and how this influences nursing practice.*

4.2. *Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system.*

4.3. *Analyse and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring).*

4.4. *Maintain the integrity of information using agreed methods and procedures.*

4.5. *Reports the data/ information clearly in the required format and at the time agreed.*

4.6. *The post holder is expected to develop their IT skills to a satisfactory standard suitable with the Staff Nurse role.*

5. Education & Professional Development

5.1. *Engages in the Preceptorship programme either as a Preceptor or a Preceptee.*

5.2. *Develops an awareness of clinical supervision/action learning.*

5.3. *Improves clinical practice through reflection with self or others.*

5.4. *With the support of sister/charge nurse through the Trust's E-appraisal process and development of personal development plan identifies their educational and professional needs.*

5.5. *Influence the development of knowledge, ideas and work practice.*

6. Operational Delivery

6.1. *To work as part of a team in the delivery of HIV/Infection and Immunity and Respiratory services across Barts Health.*

7. Risk & Governance Management

7.1. *Familiarises him/herself with and complies with the Trust's policies and procedures.*

7.2. *Respects patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998).*

7.3. *Shows awareness of individual responsibilities under the Health & Safety at Work Act*



and identify and report as necessary any untoward accident, incident or potentially hazardous environment.

7.4. When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of hoists.

7.5. Takes appropriate action to manage an emergency summoning assistance immediately when this is necessary.

7.6. Works in ways that minimise risks to health safety and security

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

5. Working conditions

Criteria	Description
Physical	Moving and handling of patients and equipment will be carried out in line with Trust policies and training. The role involves transporting patients to areas within the hospital. It will be necessary for the post holder to assist with various invasive procedures as appropriate for their level. Regular use of computers is essential, so keyboard skills are required. The role will involve regularly alternating between a standing, sitting and walking around position. Occasionally carrying patient samples to and from the laboratory / other departments. You may be required to carry paper notes around the department, trolleys are available if required.
Emotional	Will work with a range of patients, some with emotional or psychological distress due to diagnosis or deterioration in health. Providing continuous care and communicating with patients and relatives requires intense emotional effort. The role can involve emotionally distressing work such as supporting patients through the unpredictable course of adjustment to a diagnosis and other issues that can affect their health.
Working Conditions	Will provide care in inpatient ward and will come into contact with a range of working conditions and standards of cleanliness. There will be daily exposure to body fluids blood, vomit, stools, saliva in the course of the daily care of patients Some patients due the nature of their illness or lifestyle choices may be occasionally



	aggressive in their behaviour and confused patients may be physically or verbally aggressive.
Mental	Can be demanding at times due to the vulnerability and complexity of our patient group. Mental stamina will be required and the ability to deal with adapt to changing needs of the patient group. The shift pattern is variable, rotating shifts to cover 24 hours, 7 days a week. A high level of concentration is required to provide a high standard of care to acutely ill patients. The environment and work load is sometimes unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability. The post holder will need to be able to maintain patient care and accurate documentation concurrent with interruptions from colleagues, relatives and from other sources. Mathematical calculations will need to be carried out with consistent accuracy throughout each shift. On occasion this will need to be done at speed.

NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nhsemployers.org/

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). www.nmc-uk.org/

Person Specification

Domain	Essential Criteria	Desirable Criteria
Qualifications	Registered Nurse Is aware of how to identify and reduce risks with regards to health and wellbeing	Specialist course (or experience) in HIV care for experienced nurses Preparation for Mentorship course or equivalent



		Knowledge of current and emerging NHS strategy, policy.
Experience	Recent ACUTE experience	
Skills	<p>Intravenous accreditation</p> <p>Moving and Handling</p> <p>Phlebotomy/Cannulation skills</p> <p>Ability to prioritise clinical work effectively</p> <p>Can show a non-judgemental approach to patient care</p> <p>Ability to identify deteriorating patients</p> <p>Experienced nurses will show skills in ward management (nurse in charge skills)</p> <p>Ability to carry out essential and appropriate nursing care and procedures</p> <p>Demonstrate awareness of the nursing care needed by surgical patients</p> <p>Ability to work within set timeframes working to priorities and deadlines</p> <p>Able to recognise own limits and work within those limits of competence</p>	<p>Ability to monitor the quality of own work</p> <p>Ability to use and maintain resources efficiently and effectively and encourage others to do so</p>
Other	Ability to demonstrate enthusiasm towards teaching and sharing knowledge	Ability to offer constructive suggestions for service improvement



	<p>Understanding of own Knowledge and Skills and ability to identify learning needs and interests</p> <p>Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to able to improve current job performance</p> <p>Ability to take an active role in agreed learning activities and keeps a record of them</p> <p>Ability to work as part of a multi-disciplinary team</p> <p>Ability to communicate effectively at all levels across the Department and Directorate</p> <p>The ability to communicate with patients in an empathetic manner regarding their treatment and procedures.</p> <p>Can demonstrate an enthusiastic, approachable and friendly manner</p> <p>Ability to communicate effectively, both written and oral</p> <p>Ability to treat everyone with whom s/he comes into contact with dignity and respect</p>	<p>Experience of Equal Opportunity policies and procedures</p> <p>Ability to support others in maintaining health, safety and security</p>
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	<p>Ability to identify and take action when own or other's undermines equality and diversity</p> <p>Can prove a basic computer literacy in Windows and IT systems</p> <p>Ability to store data/ information safely and correctly</p> <p>Ability to work flexible hours to meet service requirements</p> <p>Sufficient to perform the duties of the post with any aids and adaptations</p> <p>Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies</p> <p>Ability to identify and assess the potential risks involved in work activities and processes for self and others</p>	
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About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

