



**CANDIDATE  
INFORMATION  
PACK**

Dear Candidate,

Thank you for your interest in this post and for taking the time to read this information pack. We hope that this exciting and rewarding role catches your imagination and that you are encouraged to apply.

Lewisham and Greenwich NHS Trust is an Acute Trust with a teaching hospital. We have an income of £500 million. We serve a population of 600,000 people, employ 5,500 staff and have 855 beds across our two main hospital sites.

The Trust provides NHS services for local people in Lewisham, Greenwich and Bexley. The Trust comprises of two hospitals, University Hospital Lewisham and Queen Elizabeth Hospital, 11 different Health Centres and in addition provides some services at Queen Mary's Hospital in Sidcup.

University Hospital Lewisham is situated in the heart of Lewisham borough. It is a teaching hospital that obtained University status in 1997 due to the role it played in undergraduate education and research. Queen Elizabeth Hospital located in Woolwich provides a broad portfolio of primarily acute services for those living in Greenwich and North Bexley. There has been substantial investment in new and improved services at both hospital sites over the last two years. April 2015 saw the opening of a new birth centre at Queen Elizabeth Hospital. New surgical assessment units and discharge lounges were also opened at the two hospitals.

Our vision is to be a consistently high performing and financially sustainable Trust by 2020. By joining us now, you can play a role in making this vision a reality.

Our employees put patients at the heart of everything they do – there is a genuine commitment to providing the best services we can for the local population. This is reflected in the positive feedback we receive from patients, and by the number of Trust staff who have received 'NHS Heroes' awards. You'll find a real sense of togetherness and positivity across our workforce – we're listening and involving all our staff to improve services and make our Trust a great place to work.

This pack gives information about the role and the Trust values. As part of your background research on the Trust, you may find our website useful:

<http://www.lewishamandgreenwich.nhs.uk/>

We look forward to receiving your application.

**The Recruitment Team**

**Excellence in Healthcare through First Class Recruitment**

## **Job Description**

**JOB TITLE: STAFF NURSE**

**LOCATION: Emergency Department**

**Band: AFC band 5**

**REPORTS TO: SISTER / CHARGE NURSE**

**ACCOUNTABLE: HEAD OF NURSING**

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### **JOB PURPOSE:**

As a registered nurse the post holder will provide care to adults with acute health needs in the emergency department

The post holder will be accountable and responsible for providing a high standard of patient centred care.

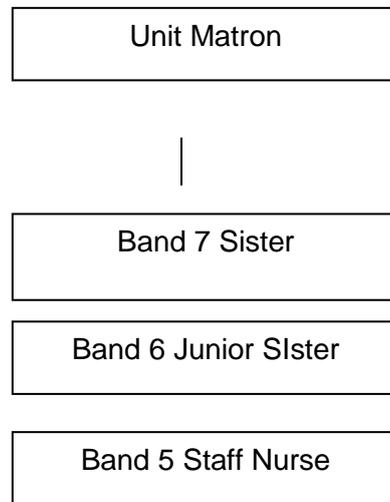
To carry out care without direct supervision as part of the Emergency Department team.

To communicate effectively within the multidisciplinary team.

Contribute towards the effective running of the department including patient safe and timely care.

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## Organisational Chart



### Duties and Responsibilities

#### **Key Result area 1- Clinical**

- Provision of specialist, high quality nursing care and support for adult patients and their relatives/carers
- Appropriate delegation of duties to other members of staff for effective delivery of patient care
- To provide timely nurse led interventions for the benefit of the patients care.
- To assess, plan implement and evaluate care of patients from admission to discharge.
- To be part of the effective admission / transfer / discharge of a patient involving the family, carers, significant other, multidisciplinary team and community teams when appropriate.
- To maintain effective channels of communication with patients, relatives and all staff involved in providing care.
- To provide and receive nursing handover reports in the role of team member.
- To act as the named nurse to an individual or a group of patients.
- To be part of the process in implementing clinical governance and the impact this has on patient care, i.e. audit and evidenced based practice.
- Ensure that written documentation are maintained in line with the Nursing and Midwifery Council (NMC) standards for Records and Record Keeping and Trust policy.
- To ensure that the storage and administration of Medicines is carried out according to statutory and Trust regulations
- To display knowledge in ED key performance indicators and the impact this has on clinical practice.

#### **Key Result area 2- Education**

- To achieve competence as set out in agreed learning outcomes
- Take part in creating a learning environment for junior members of staff, learners and health care assistants.

- To participate in the teaching of new staff as well as students and to act as a mentor following appropriate training
- Provide effective health promotion for patients, family members and carers.
- To participate in induction and other in house training programmes
- To ensure all mandatory training is undertaken and is up to date as per local policy
- To actively participate in the appraisal process.

### **Key result area 3- Management**

- With support take responsibility for the management of an area of the department in the absence of senior colleagues.
- To report or manage all complaints, incidents or accidents to the nurse in charge of the unit, sister/charge nurse, matron or clinical/site manager as appropriate.
- To be actively involved in the resolution of complaints
- To develop awareness of resource management both financial and human
- To be able to take appropriate action with regard to emergencies such as safeguarding, cardiac arrest, mental capacity, fire and major incident
- To participate in department meetings to develop and improve practice in the department and promote new ideas.
- Act as a professional role model to peer group, junior staff, members of the multi disciplinary team as well as members of the general public
- To delegate tasks appropriately to members of the team
- To actively manage your caseload in line with emergency access target initiatives.

### **Key Result area 4- Professional**

- Practices in accordance with the NMC Code of Professional Conduct and other relevant Trust, professional and statutory rules, codes, policies and guidelines
- To work towards the corporate objectives of the Trust
- To adopt a service approach to work
- To keep up to date with new developments/research
- To participate in the use of IT systems
- To participate in rotation of shifts as per the trust eRostering policy
- To participate in performance review and to identify a professional development plan
- To pursue personal development in relation to Professional scope
- Compiles and maintains a professional portfolio
- Demonstrate knowledge of corporate policies, procedures and local protocols

### **GENERAL RESPONSIBILITIES**

This job description is intended to be an interpretation of the general scope and proposed responsibilities of the post at the time of writing and does not form part of the contract of employment. Therefore, you may be required to undertake other duties and responsibilities

commensurate with your role. The job and priorities for action will be periodically reviewed. This will be done by the line manager in consultation with the post holder.

The post holder will maintain patient confidentiality at all times, will recognise and adhere to the Trust's Standing Orders and standing Financial Instructions, will be responsible for accurate computer data entry and data quality and will carry out their duties with regard to accepted standards of professional practice.

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. The Trust welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar any candidate from employment. This will depend on the circumstances and background to the offence(s).

As the Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

The post-holder is expected to demonstrate the Trust values and behaviours at all times.

#### **Health & Safety:**

The post holder, like all other employees must take reasonable care at all times, and be aware of their responsibilities under Health & Safety at Work Act (1974), infection control and other legislation and ensures that agreed safety procedures are pursued in a way that maintains a safe environment for all employees, patients and visitors at all times.

#### **Data Protection Act:**

The post holder must maintain the confidentiality of information about patient, staff and Health Service business in accordance with the Data Protection Act (1998).

All employees of South London Healthcare NHS Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorized person, those staff will be liable to

dismissal. Moreover, the Data Protection Act (1998) also renders an individual liable for prosecution in the event of unauthorized disclosure of information.

### **Infection Control:**

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:

- Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.
- Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **Child/Adult Protection:**

The post holder will be familiar with and comply with the London Child Protection Procedures and the associate guidance and protocols of Bexley Care Trust. The post holder has the responsibility to ensure that the welfare of all children and vulnerable adults is paramount and prioritised at all times and must be prepared to share information with the statutory agencies

This duty will be prioritised at all times

### **Safeguarding Children:**

Safeguarding children is everyone's responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of SLHT staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of SLHT staff who have contact with service users, or their families, should be familiar with guidance on child protection/ safeguarding children from; their own professional organisations, the trust and the London child protection procedures. Staff are also required to attend mandatory safeguarding children training.

## **CRB**

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## **Confidential Information**

All staff of South London Healthcare NHS Trust, have, a legal obligation to comply with all appropriate legislation in respect of Data, Information and IT Security and to comply with guidance issued by the Department of Health and the NHS Executive. This includes but is not limited to the Data Protection Act 1998, the Department of Health Confidentiality NHS Code of Practice, Records Management NHS Code of Practice, and Information Security NHS Code of Practice.

This clause applies to any information you may acquire or have access to during the course of your employment with South London Healthcare NHS Trust including but not limited to patient/staff records and details, information relating to organisation or business contracts, information relating to financial affairs, service or commercial contracts and information relating to confidential policies of South London Healthcare NHS Trust and its successor organisations ("Confidential Information"). Equal responsibility will apply whether working on or off site (including home working and remote access working.)

You shall not, during the continuance of your employment or at any time after its termination for any reason, use or disclose to any person or persons whatsoever (except the proper officers of South London Healthcare NHS Trust or under the authority of the Board) any trade secrets, secret information or confidential information and you shall use your best endeavours to prevent any such use or disclosure.

You are required to know and follow Trust Information Governance policies and procedures and to recognise that good records management and data quality is vital to the Trust and is the responsibility of everyone working on behalf of the Trust. You must not act in any

way that would compromise records management, data quality, data protection, information security or confidentiality.

You should ensure that any actions that may contravene Information Governance standards are brought to the attention of management.

Any breach of the conditions outlined in the Trust's Information Governance Policies and Procedures may result in suspension of access to Trust information and systems. Formal action may also be taken in line with the Trust Disciplinary Policy.

### Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education &amp; Training</b>	RN - Adult	Diploma/Degree ALS ED course Mentorship course Trauma Course	Application form NMC registration
<b>Experience</b>	Acute nursing experience within 12 months either as a Registered Nurse or Student Nurse	Acute surgical, medical ED experience within the last 12 months as a qualified nurse or student nurse	Application form Interview
<b>Skills, Knowledge and Abilities</b>	<p>Effective verbal and written communication skills</p> <p>Good problem solving abilities</p> <p>Ability to develop own clinical skills and widen theoretical knowledge</p> <p>Understanding of the care needs of the family.</p> <p>Interest in developing teaching skills</p> <p>Team work</p> <p>Be able to work under pressure and prioritise care</p> <p>Role and responsibility of the registered nurse in acute clinical environment</p>	Willingness to develop teaching skills, formally and informally	Interview Application form References
<b>Aptitude, personal characteristics</b>	<p>Ability to form good interpersonal relationships, and be enthusiastic</p> <p>Demonstrate initiative</p> <p>Demonstrate a real interest in Emergency Medicine</p>		Interview Application Form References

<p><b>Other</b></p>	<p>Internal rotation</p> <p>Able to provide two suitable references</p> <p>Fully completed and well-presented application form</p> <p>Physically able to undertake the role</p>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>
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