

## **The Newcastle upon Tyne Hospitals NHS Foundation Trust**

### **Job Description**

#### **1. Job Details**

<b>Job Title:</b>	Staff Nurse (Bank)
<b>Pay Band:</b>	5
<b>Directorate:</b>	Patient Services
<b>Ward/Dept Base:</b>	Staff Bank
<b>Hospital site:</b>	Trust Wide

#### **Essential Requirements**

- Registered Nurse (appropriate to branch)
- Current NMC registration.
- Diploma/Degree in Nursing (completed or willingness to undertake) or equivalent experience.
- Basic IT skills.
- Relevant and recent experience.
- Good communication and interpersonal skills.
- Effective record keeping.
- Effective organisational and time management skills.
- Able to work as part of Multi-Disciplinary Team (MDT).
- Understanding of adult/child Safeguarding processes.

#### **Desirable Requirements**

- Meets Nursing and Midwifery Council requirements for mentorship if relevant to role.
- Evidence of on-going professional development.
- Previous experience in speciality.
- Intravenous drug administration
- IV Cannulation and Venepuncture skills.
- Programme of study relevant to speciality.
- Other relevant clinical skills relating to clinical area.

#### **2. Job Purpose**

- Accountable for assessing, planning, delivering and evaluating high quality patient care
- Provide effective support to both patient and carers throughout their care pathway.
- Act as role model, teacher and supervisor for junior staff and students, participating in mentor and preceptorship programmes
- To abide by Trust policies and procedures.
- Provide support for and depending on experience deputise for nurse in charge in

their absence.

- Act as patient advocate in accordance with Nursing and Midwifery Council (NMC) Code.
- Work collaboratively as an effective member of MDT.

### **3. Dimensions**

- Contributes to the work of the department, through the provision of high quality nursing care, and the appropriate use and development of resources.
- Works flexibly on an as and when basis to support ongoing service provision within a variety of clinical areas.
- This is a post suitable for an individual who wishes to develop and extend specialised skills and knowledge in the chosen field. Experienced staff may be required to take charge on a shift by shift basis.
- Work with NMC Code of Conduct.

### **4. Organisational Arrangements**

**Reports to:** Sister / Charge Nurse

**Professional accountable to:** Executive Chief Nurse via Deputy Chief Nurse and Associate Director of Nursing/Midwifery

**Responsible for:** None

### **5. Knowledge, Training and Experience**

- See essential requirements.
- Maintain and improve professional knowledge, skills and competence, to ensure the delivery of evidence-based practice in line with the NMC Code.
- Be responsible for own professional development, identifying training needs, set objectives and attend appropriate courses as agreed with line manager.
- Able to develop new skills, demonstrating an underpinning of knowledge and competence, through assessment and maintenance of Professional Development Portfolio. (PDP)
- Participate in development and delivery of innovative practice.
- New registrants will be supported by Trust and local induction and a Preceptor will be allocated.
- Make effective use of learning opportunities within and outside of work place.

### **6. Skills**

#### **Communication and Relationships**

- Develop and maintain communication with a wide range of people, to ensure optimum service delivery both written and verbal between, patient, carers, other wards and departments, multi-disciplinary team members in primary and secondary care setting.
- Acknowledging and accommodating barriers to communication and

understanding.

- Communicate sensitive and complex information to patients and their families.
- Maintain clear and accurate up to date paper and electronic patient records in accordance with local patient NMC guidance.
- Ensuring patient privacy and dignity is respected at all times. Involving patients in decisions about their care, act as patients advocate.
- Foster a culture which supports nurses and midwives to develop evidence based care
- Contribute to professional forums and discussions.

### **Analytical and Judgemental skills required for the post**

- Assess and plan care by comparing a range of facts to meet health and wellbeing needs using clinical judgement and appropriate assessment tools.
- Develop monitor and review care plans to meet specific needs.
- Initiates emergency action when required e.g. Cardiac arrest, Fire.
- Notify appropriate person and take action regarding events or observations.
- May be first point of contact for a complaint, or incident will ensure that it is appropriately resolved and / or reported in a timely manner.

### **Planning and Organisational skills required for the post**

- Plan, deliver and evaluate care to meet peoples health and wellbeing needs.
- Organise own work on day to day basis, making best use of resources including physical and people.
- Able to respond appropriately to unexpected events in order to maintain service delivery.
- Delegate and support junior members of staff and learners.
- Support the planning and coordination of care for a group of patients.
- Experienced staff may be required to take charge on a shift by shift basis.

### **Physical Dexterity skills requirement**

- IV drug administration (may include chemotherapy where appropriate).
- Venepuncture and cannulation in relevant clinical areas.
- Use electronic resources to input, save and provide data and information making full use of eRecord system.
- Ability to translate theory into practical delivery of care, when trained and deemed competent in clinical activities, utilising the appropriate equipment.
- Medical devices.
- Different specialities may require additional clinical skills e.g. wound care, arterial blood gas sampling.

## **7. Key Result Areas**

### **Patient/Client care**

- Assess, plan, implement and evaluate care.
- Undertakes the management of a group of patients.
- Compiles comprehensive patient records in accordance with Trust guidelines.
- Ensures confidentiality in accordance with the NMC Code.
- Maintain safeguarding principles in line with Trust policy.
- Liaises with appropriate support services to provide seamless care.
- Maintain a safe environment during the administration of treatments and

investigations.

- Maintain quality in own work and support others to adhere to required standard.
- Provides advice and support regarding health promotion for patients and carers.
- Complete all nursing documentation.

### **Policy and Service Development**

- Promote Health and Safety monitor and maintain best practice in Health Safety and Security.
- Contribute to improvement of service to reflect post holder's own practice and that of others.
- May contribute to interdepartmental policy development.
- May comment on Trust Policy development.
- Participates in link nurse roles.
- Adheres to legislation, policies, procedures and guidelines, which govern practice at national and local level, and ensure that others so do.
- Prevention and control of Health Care Associated Infections (HCAIs). Ensure the risk of infection to yourself, colleagues, patients, relatives and visitors is minimised by:
  - Being familiar with, and adhering to Trust policies and guidance on infection prevention and control
  - Attending Trust Induction Programmes and statutory education programmes in infection prevention and control
  - Including infection prevention and control as an integral part of your continuous personal / professional development
  - Taking personal responsibility so far as reasonably practicable, in helping ensure that effective prevention and control of health care acquired infections is embedded into everyday practice and applied consistently by you and your colleagues.

### **Financial and Physical Resources**

- Contribute to effective stock control and maintenance.
- Take responsibility for securing patients' cash, valuables and property as per Trust policy.
- Take responsibility for fabric of the building both own area and Trust wide.
- Exercise personal duty of care in the safe use, maintenance and storage of equipment.
- Responsible for being environmentally aware, prudent and innovative in use of resources and energy.
- Maintain safe environment with regard to Health and Safety, Clinical Governance and Risk management.
- Ensure ward and department proposals are cost effective.

### **Human Resources**

- Conform to Trust Policies, Procedures and Guidelines.
- Comply with Dignity and Respect at Work Policy.
- Promote equality and diversity.
- Monitor Health and Safety of self and others.
- Attend mandatory updates
- May be involved in appraisal of junior staff.

### **Management**

- Will be expected to facilitate the development of other staff.

- Will be expected to supervise junior staff

#### *Education*

- Foster a culture of lifelong learning and continuous professional development.
- Participates in the development, delivery and evaluation of educational programmes at ward level.
- Be aware of training requirements for pre-registration nurses.
- Support mentorship and preceptorship
- Contribute to training needs analysis.
- Foster a culture of lifelong learning and continue professional development and support mentorship and preceptorship.

#### *Leadership*

- Act as a role model for others.
- Promote by example mutual respect for contributions from members of the MDT and ensure dignity and respect for all.

#### **Information Resources**

- Uses IT and eRecord systems appropriately to access and input patient information, access results etc.
- Retrieves and synthesises information to make relevant recommendations for change.
- Maintains confidentiality as outlined within data protection policies.
- Adheres to NMC Standards for Medicines Management and Record Keeping.
- Responsible for standards of documentation and record keeping within their area of responsibility.

#### **Research and Development**

- Participate in audits and surveys relating to nursing practice or patient satisfaction.
- Incorporate research based evidence into nursing practice.
- May be expected to participate in clinical trials.
- Participate in achieving Nursing Performance Indicators in relation to clinical assurance tool.

### **8. Freedom to Act**

- Practices under the supervision of Nurse in charge.
- Works within clearly defined occupational policies and has the freedom to initiate action within these policies.
- Takes every opportunity to maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence-based practice, in line with the NMC Code, local policies and guidelines.
- Has responsibility to contribute to Clinical Governance and work with the Trust guidelines, whilst adhering to national and local policies and procedures.
- Work within patient group directives if and when deemed competent.
- Responsible for maintaining professional development portfolio.
- Accountable for own professional practice.

## **9. Effort and Environment**

### **Physical Effort**

- A combination of standing, walking bending and stretching is required throughout the shift.
- Undertake moving and handling of patients and objects in line with Trust guidelines
- Comply with annual updates and mandatory training.

### **Mental Effort**

- There will be frequent requirement for concentration e.g. when undertaking drug calculations or administering medication.
- Work patterns are frequently unpredictable with regular interruptions some requiring an immediate response.
- Able to re-prioritise work in order to accommodate unexpected demands and meet deadlines to maintain service delivery.
- Will be expected when experienced to carry out several tasks at one time switching tasks throughout the shift.

### **Emotional Effort**

- Working in challenging distressing situations whilst maintaining professional approach
- Frequently supporting and advising patients and relatives following the delivery of unwelcome news.
- May be expected to nurse patients with life threatening illnesses, some of whom may be terminally ill.

### **Working Conditions**

- Would be required to have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult and aggressive behaviour
- Exposure to VDU screen

Author: Liz Harris, Head of Nursing, RVI

Date: September 2010

Revised: August 2013

Revised: October 2014

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*Agreed post holder..... Agreed Manager.....*  
*Date..... Date.....*

## The Newcastle upon Tyne Hospitals NHS Foundation Trust

### Person Specification

**JOB TITLE:** Staff Nurse (Bank)

**BAND:** 5

**SITE:** Trust wide

<b><u>REQUIREMENT</u></b>	<b><u>ESSENTIAL</u></b> Requirements necessary for safe and effective performance of the job	<b><u>DESIRABLE</u></b> Where available, elements that contribute to improved/immediate performance in the job
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Evidence of achievements and career development in current post and of on-going professional development</li> <li>Awareness of current relevant NHS policy context</li> <li>Has understanding / experience of adult / child safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Meets Nursing and Midwifery Council requirements for mentorship if relevant to role</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Relevant clinical skills relating to the specialty e.g. cannulation, IV drug administration</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Relevant and recent clinical experience</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in speciality</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered Nurse (appropriate to branch)</li> <li>NMC registration</li> <li>Diploma/Degree in Nursing (completed or willingness to undertake) or equivalent experience</li> </ul>	
<b>PERSONALITY / DISPOSITION</b>	<ul style="list-style-type: none"> <li>Good communication / interpersonal skills</li> </ul>	
<b>CORE BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of understanding of Trust Business</li> <li>Experience of working in the Trust Previously</li> </ul>
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>Moving and handling patients and objects in line with Trust guidelines using appropriate aids</li> </ul>	

**CANDIDATE:**

**REFERENCE NO:**

**SIGNED BY:**

**DATE:**

**DESIGNATION:**



