

Post title:	Staff Nurse
Directorate/department:	Surgical Day Unit
	Div A
Agenda for Change band:	5
Accountable to:	Line Manager
Accountable for:	N/A
Main purpose:	Be a skilled member of the nursing team caring for patients. Assess, plan, deliver and evaluate a high standard of care to patients and their families, in accordance with agreed policies and within available resources. Supervise and teach junior nursing staff as appropriate.
Key working relationships:	Consultants, Junior Doctors, Matrons, Senior Sisters/ Managers, Nursing Staff, Medical Staffing Coordinator and Bed Manager
General duties:	<p>PROFESSIONAL & CLINICAL</p> <ol style="list-style-type: none"> 1. Maintain high standards of nursing care, ensuring that nursing objectives are achieved using a systematic approach to nursing care. 2. Be responsive to the critically ill patients' fluctuating condition/response to treatments and alter plan of care accordingly. Continuously utilise skills to interpret changes in the patient's condition. 3. Use clinical judgement to reassess and evaluate patient response to treatment/intervention. Take appropriate action in response to this within treatment guidelines. 4. Maintain appropriate level of competence and being aware of personal limitations. 5. Assess, plan, deliver and evaluate individualised patient & family centred care and provide support and advice to other staff as appropriate. 6. Receive patients and their relatives in accordance with recognised policies and ensure that they are kept informed of treatment and progress. 7. Arrange the care of patient's property, in accordance with Unit policies and within the limitations of hospital responsibilities. 8. Liaise with all members of the multi-professional team to ensure that all treatments are correctly carried out in accordance with given policy. 9. Give and receive regular reports on the progress of patients, reporting immediately any changes in the patients' condition to the Senior Nurse on duty or the medical staff as appropriate. 10. Maintain accurate records of observation, treatment and care. 11. Participate in the checking and administration of prescribed drugs (including controlled drugs) and other substances in accordance with Trust policy. Demonstrate competence in administration of complex

	<p>intravenous therapies and titrate doses within prescribed limits.</p> <p>12. Inform the Sister/Charge Nurse of any untoward incidents or problems affecting patients/staff/relative and visitors.</p> <p>13. Inform Senior Sister/Charge Nurse any complaint received verbally from patients or relatives.</p> <p>14. Adhere to the NMC Code of Conduct and Trust policies and procedures. Be familiar with the location of current files, and maintain up-to-date knowledge of Resuscitation, Health and Safety, Fire, Infection Control, Major Incident and Risk Management procedures.</p> <p>15. Act as an effective role model by using professional standards relating to attitudes, appearance and conduct.</p> <p>16. Co-ordinate the requirements and take part in the transfer of patients to other departments within the Trust.</p> <p>17. Take part in the admission and discharge patients to the department in accordance with Trust and departmental policies.</p> <p>18. Maintain good liaison with other nursing units and other hospital departments.</p> <p>19. Be familiar with and able to trouble-shoot all regularly used complex equipment. Ensure all medical equipment is functional, reporting any faults or potential hazards and arranging for replacement as necessary.</p> <p>20. Keep up to date with changing procedures and clinical developments and be aware of relevant research that could influence practice.</p> <p>21. Participate in the initiation of changes in practice to improve the quality of patient care and contribute to the development/revision of clinical guidelines.</p> <p>22. Participate in the intra and inter-hospital transport service of patients.</p> <p>EDUCATION & TRAINING</p> <p>1. Help create an environment that is conducive with learning and development.</p> <p>2. Be involved in teaching, orientation and mentorship of junior staff as appropriate.</p> <p>3. Provide support and advice to colleagues to enable development of prioritisation skills.</p> <p>4. Be involved in and support other trained nurses in the Continuous Assessment of Practice for learners and the assessment of competencies.</p> <p>5. Take personal responsibility for professional self-development in order to achieve a minimum of the NMC PREP requirements for trained nurses.</p> <p>6. Keep up-to-date with clinical developments, and participate in innovation and change concerned with improving the standards of care for patients.</p>
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	7. Attend meetings on matters relating to the ward/unit during work hours.

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection prevention and decontamination of equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child protection/safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>

AGENDA FOR CHANGE: JOB DESCRIPTION

Confidentiality	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p>
Sustainability	<p>Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.</p>
Last updated	20 October 2022