

Job role

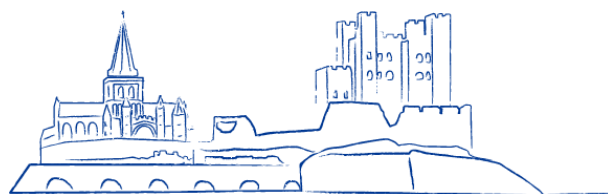
Staff Nurse Intermediate Care Band 5



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



Name:
Job title: Staff Nurse
Team: Intermediate Care (Stroke Rehab, Harmony House & Amherst Court)
Business unit: Adult Community Health Services
Reports to: Unit Manager
Accountable to: Head of Service
Band: 5
Location: Harmony House & Amherst Court
Last updated: June 2020

Job purpose

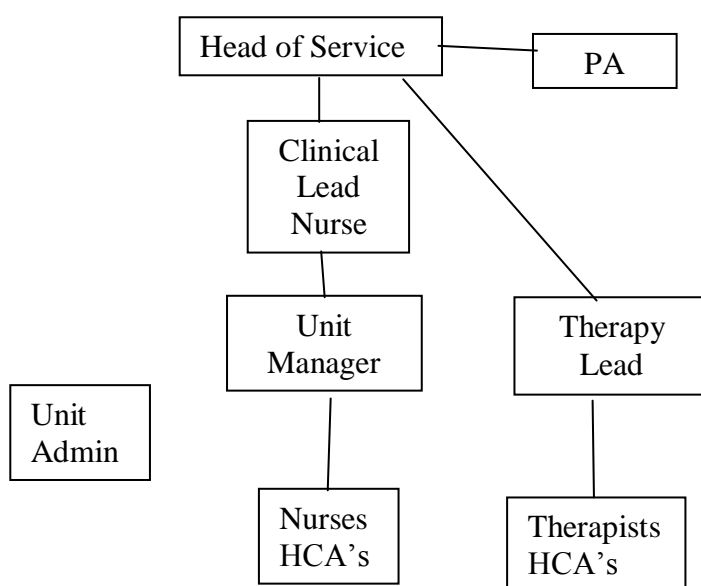
To work as part of the Intermediate Care multidisciplinary team to deliver patient-centred nursing and rehabilitation services for patients requiring intermediate care.

To be responsible for unit management by designated shift.

To be responsible for the assessment, care planning and review of patient care.

To be ensure the safe and effective patient care, including the supervision of support/assistant staff.

Organisational chart



1. Communication and relationship skills

To maintain effective communication systems internally across the team and with external partners.

Ability to communicate information regarding the patient's medical condition and individualised treatment programmes in an easy to understand, reassuring way, enabling and motivating where necessary, this includes the patient, family and Carers.

To attend and actively participate in unit and service meetings.

Work collaboratively with other team members, colleagues and services in practice and service development within the context of integrated working.

2. Knowledge, training and experience

Registered General Nurse

Excellent interpersonal skills

Negotiation and problem-solving skills.

Good analytical skills

Well developed concentration skills and organisational skills

Awareness of standards of record keeping.

Experience of wide range of clinical settings.

To develop a working knowledge of relevant procedures including (vulnerable adults, Mental Capacity Act etc.) and other legal requirements.

To develop a working knowledge of the principles of clinical governance and audit and their application to professional practice.

Awareness of limitations, personal strengths and weaknesses

Reflective practitioner

Flexible, Reliable and organised

Professional approach and appearance

To participate in teaching on the ward for both individual staff and groups

3. Analytical and judgement skills

To assess and deliver nursing and health care needs to patients using evidence-based practice to facilitate timely discharges

To assess both patient clinical risks and environmental risks, identify mitigating actions and escalating as appropriate.

4. Planning and organisational skills

To be responsible on a shift basis for a team of support/assistants delegating care needs in a timely way.

To co-ordinate the discharge planning, including multi agency communications.

To plan and implement improvements to patient services in the light of results from monitoring processes, audit, patient feedback and complaints.

5. Physical skills

Undertake the nursing care of the patient in accordance with care plans. Physically carrying out personal care and assisting with mobility whilst encouraging the patient to be as independent as possible and maintaining their privacy and dignity

6. Responsibility for patient / client care

From admission, start the assessment process, including clinical risk assessments to develop individual care plans for patients, ensuring information around all aspects of their physical, psychological, social, spiritual needs are covered.

Able to communicate information regarding the patient's medical condition and individualised treatment programmes in an easy to understand, reassuring way, enabling and motivating where necessary.

Undertake the nursing care of patients in accordance with these care plans. Physically carrying out personal care such as washing, mouth care and dressing and assisting with mobility whilst encouraging the patient to be as independent as possible and maintaining their privacy and dignity.

To be continually evaluating the effectiveness of the care plans/dressings and medications and ensuring that any required changes are carried out and communicated to all parties involved, including the patient.

To carry out specific clinical roles such as medication rounds, wound assessment and dressings and intravenous therapy as per the organisations policies and protocols.

Being aware of interactions, side effects and responding appropriately if these are observed. Educating patients and other staff such as nursing students about these.

To provide a nursing contribution to multi-disciplinary team meetings and family meetings
To be professionally and legally accountable for all aspects of own work, including the daily management of patients in your care.

7. Responsibility for policy and service development implementation

To participate in the review of MCH policies and local standard operating procedures

To participate in the ongoing review of nursing/team/unit processes and systems to ensure safe and effective care delivery

Actively participate in clinical audit and clinical governance activities.

8. Responsibilities for financial and physical resources

No budget management, but must have a duty of care in using equipment and disposable goods.

To work within the team, with given specific delegated responsibilities for the control and ordering of stock, PPE, medicines.

To ensure that medicines are stored in accordance with the agreed policy

9. Responsibilities for human resources (HR)

Maintain a professional manner and act as a role model.

To integrate and supervise the role and work of support staff as part of the team so that a coordinated patient centred service is achieved.

Be subject to performance appraisal and be responsible for the development of personal objectives, in line with continuing professional development.

To ensure staff compliance with all organisation policies and employment legislation.

Ensure all new staff are orientated and participate in induction programmes

Exercise leadership to assist the team leaders in maintaining high morale.

To escalate concerns to team leaders in a timely way

10. Responsibilities for information resources

To analyse, collect and store information which is relevant to clinical or departmental management.

To make use of such information in decision making, problem solving and care management.

11. Responsibilities for research and development (R&D)

To participate in audit and research programmes as directed by the Head of Service.

To actively participate in clinical supervision programmes that will direct future approaches to practice.

12. Freedom to act

Prioritising workload, assessing ill patients and making effective clinical decisions and referrals to appropriate teams

To work unsupervised and independently managing own workload

To comply with own professional registration guidelines and codes of conduct

To co-ordinator transfer and discharge of patients

Using Organisational policy and service Standing Operating Procedures, will act independently in advising on clinical practice.

Is competent with current emergency resuscitation techniques, fire procedures and emergency plan.

13. Physical effort (refer to effort factor questionnaire)

Areas of the role which may require physical effort either as a sustained or sudden requirement. The frequency should also be given, ie as an occasional or on-going requirement. Moving / transferring patients / clients, moving equipment, long periods of driving or inputting at a keyboard should also be identified.

14. Mental effort (refer to effort factor questionnaire)

Areas of the role which require mental effort including the nature, level, frequency and duration of the mental effort required. The frequency of the requirement should also be identified, ie whether this occasional or a frequent need

15. Emotional effort (refer to effort factor questionnaire)

Areas of the role which require emotional effort and the nature, level, frequency and duration demands of the emotional effort required

16. Working conditions (refer to effort factor questionnaire)

The nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (eg inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable.

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	Y	5	1-2	10-20mins	
Standing / sitting with limited scope for movement for long periods?	N				
Making repetitive movements?	N				
Inputting at a keyboard?	Y	5	1-3	5-10mins	
Kneeling, crouching, twisting, bending or stretching?	Y	2	6	15mins	
Climbing or crawling?	N				
Working in physically cramped conditions?	N				
Working at heights?	N				
Pushing / pulling trolleys or similar?	Y	2	4		
Running?	N				
Cleaning / pot washing?	N				
Lifting weights / equipment with mechanical aids?	N				
Lifting weights / equipment without mechanical aids?	N				
Manual digging?	N				
Other? (please specify)	N				

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	Y	5		
Carry out calculations	Y	5		
Analyse statistics	Y	1		
Operate equipment / machinery	N			
Drive a vehicle	N			
Carry out screening tests / microscope work	N			
Carry out clinical / therapeutic / social care / diagnoses / assessments	y	5		
Attend meetings (please describe role)	y	1		
Prepare detailed reports	y	1		
Carry out formal student / trainee assessments	Y	1		
Undergo cross examination in court	N			
Carry out clinical, therapeutic or social care interventions / treatment	y	5		
Carry out non-clinical fault finding	N			
Other (please specify)				

Is the pattern of this work predictable in nature? Yes

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	1-2 per month
Processing, eg typing / transmitting, news of highly distressing events	No
Providing a service for distressed / angry patients / clients	Occasionally
Dealing with difficult situations / circumstances	1-2 per month
Designated to provide emotional support to front line staff	3-5 shifts per week
Providing a care or therapy service to emotionally demanding patients / clients	No
Caring for the terminally ill	Occasionally
Communicating life changing events to patients / clients	Occasionally
Dealing with people with challenging behaviour	Occasionally
Arriving at the scene of a serious incident	No
Other (please specify)	

Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

Are you require to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	N	
Driving / being driven in emergency situations?	N	
Inclement weather?	N	
Use of VDU more or less continuously?	N	
Excessive temperatures?	N	
Unpleasant smells / odours?	Y	Patient dependent
Excessive noise and / or vibration?	N	
Dust / dirt?	N	
Humidity?	N	
Exposure to dangerous chemicals / substances in containers?	N	
Exposure to aggressive verbal behaviour where there is no or little support?	Y	Occasionally
Unpleasant substances / non-household waste?	N	
Noxious fumes?	N	
Infectious material / foul linen?	Y	Occasionally
Fleas or lice?	N	
Body fluids, faeces, vomit?	Y	Daily
Exposure to dangerous chemicals / substances not in containers?	N	
Other (please specify)		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification

Criteria	Essential	Desirable
Qualifications	Registered Nurse Evidence of ongoing professional Development Willingness to undertake ongoing professional development	Teaching and assess qualifications/preparation of mentors or willingness to work towards Degree in adult nursing.
Experience	People management and leadership. Ability to give sound advice to other staff groups Understanding of clinical governance and its application to practice	Audit Budget/resource awareness Skills Change management
Special knowledge / expertise	Professional nursing issues General nursing knowledge IV therapy Palliative Care Tissue viability/Pressure Damage prevention	Basic counselling skills Ability to demonstrate what evidence based practice is and how this leads to clinical effectiveness
Disposition, adjustment, attitude and commitment	Ability to make decisions and to accept personal accountability for one's own actions Ability to attend required training sessions/courses, which are required by the remit of the post Understanding of local policies and procedures and able to work to these guidelines, ensuring others do so too Ability to prioritise work of self and Others Adaptable and flexible Ability to work under pressure Attention to detail Team worker Dynamic and self-motivated Committed to staff and service	

	<p>Knowledge of health and safety issues</p> <p>Commitment to multidisciplinary working</p>	
Practical / intellectual skills	<p>Verbal and written communication skills</p> <p>Good clinical skills</p> <p>IT skills</p> <p>People management</p>	
MCH values	<p>Being caring and compassionate The health and wellbeing of our patients and staff are my priority. I show kindness and humanity. I am inclusive and non-discriminatory.</p> <p>Working in partnership I ask for, respond to and offer feedback which improves the quality of our services. I work effectively as part of my immediate team, the wider organisation and with external partners to achieve shared goals. I take responsibility and ownership for my area of work and I meet and manage expectations.</p> <p>Delivering quality and value I raise my concerns and I am open and honest when things do not go well, learning from successes and mistakes. I make the most of resources and reduce waste and inefficiencies. I seek out, share and actively participate in new ideas and ways of working.</p> <p><i>These are the core values and behaviours expected of all roles within MCH and individual performance in relation to the values is assessed in your PDR. A full description is available from your manager and the intranet.</i></p>	