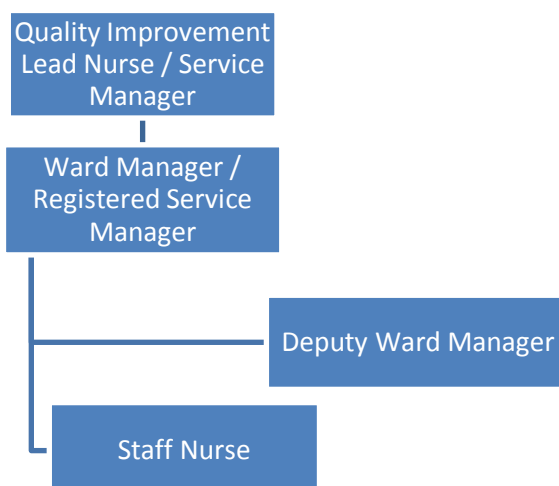


HR Use Only
AFC Code:
CHC_STFNRS5

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Staff Nurse (Inpatient) RMN/RGN/RNLD
<b>PAY BAND:</b>	AfC Band 5
<b>DIRECTORATE:</b>	Acute and Urgent Care Directorate
<b>TEAM/SERVICE:</b>	PICU
<b>BASE:</b>	Harplands Hospital
<b>RESPONSIBLE TO:</b>	Ward Manager (Registered Service Manager in LD Short Breaks Service)
<b>ACCOUNTABLE TO:</b>	Quality Improvement Lead Nurse or Service Manager
<b>RESPONSIBLE FOR:</b>	Unregistered Staff

### Organisational Chart (*Responsible to/Accountable to/Responsible for*)



### Job Summary:

North Staffordshire Combined Healthcare NHS Trust is wholly committed to the use of person centred approaches and affording patients and service users the opportunity to maximize full citizenship, choice and control over their care needs.

The post holder is required to act as a named nurse / care co-ordinator as required in line with Trust policy. To be responsible for the assessment of patient needs and the planning, delivery and evaluation of care and to deliver specific interventions according to these needs. To oversee the nursing care process, providing direction and supervision to junior staff. Provide supervision and leadership in respect of maintaining and developing standards of practice and implementing change.

## **Key Duties/Responsibilities**

- To act at all times in accordance with the Nursing & Midwifery Council (NMC) Code of Professional Standards of Practice and Behaviour for Nurses.
- To perform all aspects of the role in accordance with Trust policies and other national bodies.
- To participate in the assessment of care needs and the development implementation and evaluation of individual care plans.
- To provide specialist advice to other members of staff and act as a role model.
- In conjunction with the Ward Manager, Deputy and MDT to take responsibility for setting, maintaining and evaluating standards of care throughout the 24 hour period.
- To liaise with all members of the multi-disciplinary team and outside agencies in the implementation of patient care.
- To ensure that care activities are research based and in keeping with changes in the field of activity.
- To contribute to the development of ideas and innovative practice.
- To undertake and participate in audit as requested by the Ward Manager, Deputy or Quality Improvement Lead Nurse (QILN).

## **Specialist/technical requirements**

### **1. Clinical**

- 1.1. Take responsibility for professionally managing a caseload by acting as named nurse / care coordinator and to ensure the efficient implementation of these responsibilities. Promoting a positive nurse patient relationship and to engage with carers / relatives as appropriate.
- 1.2. To have responsibility for documenting the plans of care and ensuring that plans remain current and that standards of record keeping are adhered to.
- 1.3. To administer and manage medicines according to policy and local protocol.
- 1.4. Maintain a therapeutic environment and the structure of the patients' day, ensuring that all activity is appropriate to the needs of the patient group, the function of the clinical area and the time of day at which it takes place.
- 1.5. Take prompt action on changes in condition, liaising with other members of the clinical (Multi-disciplinary) team when necessary, reviewing nursing care and communicating any amendments to the care plan.
- 1.6. Promoting a culture in which positive and proactive engagement and intervention with patients and carers is actively encouraged both within the nursing team and within the wider service. Act as a role model and patient advocate in respect of this.

- 1.7. To demonstrate knowledge of the Mental Health Act / Mental Capacity Act and other relevant legislation. To support service users and their carers when the Mental Health Act is being used to admit the service user to hospital. To ensure that service user rights under the Mental Health Act are effectively communicated to them and outcomes documented.
- 1.8. Under the guidance of a supervisor provide reports both in written and verbal formats as requested e.g. for a service user Mental Health Act Tribunal or Managers Hearings.
- 1.9. Facilitate close working relationships with other clinical teams, inpatient and community, other agencies and non-statutory bodies in order to ensure the minimum disruption to patient care as the client moves through the service. To ensure the timely completion of discharge reports / CPA documentation etc.
- 1.10. Develop skills in respect of specific interventions that are appropriate to the clinical area and act as a lead in developing evidenced based nursing practice.
- 1.11. When required, undertake the physical restraint of patients using approved techniques and following the recognised Trust training programme. At the same time the post holder will be required to practice in a manner that promotes a reduction in all areas of restrictive practice.

## **2. Professional and statutory Obligations**

- 2.1. Ensure personal practice and that of those supervised adheres to relevant Codes of Conduct, legislation and policies and procedures. To be aware of the implications of these, particularly those concerning patients' rights, and take any necessary action in the event of non-compliance.
- 2.2. Take responsibility for maintaining professional registration and for personal and professional development in accordance with NMC guidance.
- 2.3. To be professionally accountable for own actions as a registered practitioner.
- 2.4. To act, at all times, in accordance with Trust policies and procedures, ensuring that unqualified staff are adhering to policy and procedure.
- 2.5. Attending statutory and mandatory training and other pertinent training as agreed with the Ward Manager through the personal review process.
- 2.6. Maintain registration and evidence for nursing revalidation.

## **3. Managerial**

- 3.1. To act as Nurse in Charge of the clinical area on a regular basis. Ensuring that the shift is run in an efficient manner and that clinical need is prioritised and acted upon appropriately. Reaching decisions based upon, knowledge of the clinical area and available resources.
- 3.2. Take responsibility for the management of staff for the duration of a span of duty, providing supervision and support to junior staff.

- 3.3. Act as mentor or preceptor as and where appropriate. Motivating other staff, promoting positive values, challenging inappropriate behaviour and negative attitudes.
- 3.4. Provide feedback on performance and report any incidents of misconduct in accordance with relevant procedures.
- 3.5. Ensure that communication is maintained within the wider clinical team and where necessary with other agencies or individuals.
- 3.6. Undertake aspects of management and specific responsibilities to support the clinical environment, as agreed with the Ward Manager. These will be determined by the post holders development needs.

#### **4. Educational**

- 4.1. Be responsible for increasingly professional research knowledge by promoting a questioning and analytical approach to care as per professional requirements for development.
- 4.2. Maintain awareness of current developments in nursing practice by attending lectures, seminars as identified with the Ward Manager.
- 4.3. Contribute to the development of clinical effectiveness and evidence based practice in relation to your clinical area.
- 4.4. Identify your own training needs and support junior staff to identify their training requirements.
- 4.5. Participate in the Personal Development Review (PDR) process; undertake PDR for junior staff to support in developing their professional practice as directed by the Ward Manager.
- 4.6. To act as a practice assessor or supervisor for all students and to be actively involved in the teaching of junior staff.

#### **5. Quality Assurance**

- 5.1. Take prompt action upon receiving or being notified of a complaint and ensure that all efforts are made to resolve the complaint informally in accordance with the trust policy. Ensure that complaints are reported and that patients and carers / relatives are informed of the complaints procedure.
- 5.2. Assist the Ward Manager in the management of adverse incident reporting and clinical risk management within your clinical area.
- 5.3. Take an active role in promoting and maintaining standards of practice acting as a role model to junior staff and co-operating with the Trust in ensuring that local and statutory regulations - CQC, Mental Health Act, Ofsted, NMC Code, Health and Safety Act, etc. are adhered to.
- 5.4. Take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions at work.

- 5.5. Ensure that you are up-to-date with all statutory training requirements and follow agreed policies.
- 5.6. Support the Ward Manager as directed to monitor the attendance and performance of staff and take appropriate action to report concerns where a record is unacceptable
- 5.7. Participate in quality assurance initiatives and promote the Trusts SPAR quality priorities to ensure improved patient experience.

## **6. Specialist Skills**

6.1

### **GENERIC CLAUSES**

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

### **Trust Values:**

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

**Compassionate**

- Caring with compassion, it's about how we listen, what we say, what we do.

**Approachable**

- Friendly, welcoming, sharing ideas and being open

**Responsible**

- Taking personal and collective responsibility, being accountable for our actions

**Excellent**

- Striving for the best, for high-quality safe care and continually improving

**Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

**Infection Control:**

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

**Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

**Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Diversity:**

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Safeguarding:**

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**Raising Concerns**

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or

lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

### **Registration:**

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

### **Disclosure & Barring Service (DBS)**

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

EMPLOYEE  
SIGNATURE:

### **THE TRUST OPERATES A NO SMOKING POLICY**

DATE:

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	Valid NMC registered nursing qualification.  Educated to Diploma or Degree level in Nursing or working towards.	Mentorship, Preceptorship and/ or teaching skills  Additional post registration training relevant to the role.	Application form / interview / assessment
<b>Experience</b>	Experience of working within a multi-disciplinary setting, including student/placement setting.  Excellent communication skills - written and verbal.  Ability to delegate.  Motivated and innovative.  Experience of setting, monitoring and maintaining standards of care.  Ability to monitor staff performance and undertake immediate action necessary to address poor performance  Ability to formulate and implement new ideas.	Clinical experience from within a variety of LD service areas.  Ability to provide managerial and clinical leadership  Ability to tackle staff management issues, i.e. complaints and disciplinary issues	Application form / interview / assessment
<b>Knowledge and skills</b>	Experience of working with electronic patient records – or a willingness to learn.  Able to use the internet, email and word processing.  Has a strong understanding of the clinical area being applied for.  Has good knowledge of Care Co-ordination, Discharge Procedures and the Mental Health Act as well as other legislation applicable to Mental Health	Able to utilise research principles in practice  Has received training (either formal or through experience) to carry out both operational and clinical risk assessments within scope of practice.	Application form / interview / assessment
	Human Rights Act.  Has knowledge and experience of meeting		



	<p>CQC standards and key lines of enquiry (KLOE's).</p> <p>Awareness of national and local policies and how these impact on service provision.</p> <p>Clear understanding of Clinical and Operational Risk assessment.</p> <p>Ability to make clinical and operational decisions (appropriate to role). Experience problem solving.</p> <p>An awareness of good public inter-personal skills and users of the service, being sensitive to their needs and comments, i.e. complaints/ suggestions/ compliments.</p> <p>The ability to communicate effectively, orally and in writing, information to clients, their families, carers and members of the MDT.</p> <p>Has a clear working knowledge of the application of the Nursing and Midwifery Council Code.</p> <p>Effective inter-personal skills and delegation</p> <p>Ability to undertake auditing/data collection</p> <p>Ability to prioritise workload</p> <p>Ability to support and supervise junior staff</p> <p>Ability to manage and deal effectively with crises.</p>		
<b>Other</b>	<p>Well presented, confident, respectful, self-reliant, and aware of personal boundaries, resourceful, imaginative, adaptable and enthusiastic.</p> <p>To be able to adapt positively to possible changes in modes of service delivery.</p> <p>Has the ability to demonstrate a high level of commitment, innovation and initiative.</p>		Application form / interview / assessment

	<p>To be willing to be supportive to colleagues experiencing stressful situations.</p> <p>To be open to constructive criticism and willing to participate in discussions intended to develop skills and implement evidence based practice.</p> <p>Able to meet the travel requirements of the role</p>		
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