

## Job Description

<b>Job Title:</b>	Bank <b>Staff Nurse</b>
<b>Job Band:</b>	<b>5</b>
<b>Department:</b>	<b>Staff Bank (Nursing)</b>
<b>Responsible to:</b>	<b>Staff Bank (Lead Nurse)</b>

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing excellent health care, improved health for all.



## **Job Summary**

The post holder will be responsible for the assessment of care needs and the development and implementation and evaluation of programmes of care without supervision. They will be required to actively participate in the teaching and supervision of other nursing and non-nursing staff. The post holder will also be required to take a lead / link role for the nursing unit/department to be determined on appointment/appraisal.

## **Principal Duties & Responsibilities**

### **PROFESSIONAL**

1. To manage a group of patients during a shift and achieve and maintain a high standard of nursing care.
2. To assess plan, implement and evaluate programmes of care for individuals always ensuring a high standard of nursing practice
3. To undertake a nursing management round of a designated group of patients in order to assess and prioritise care.
4. To communicate effectively with patients and visitors and ensure that their needs for information are met.
5. To ensure patients are involved in decisions about their care and treatment and that they have sufficient information to do this.
6. To perform diagnostic tests e.g. venepuncture, ECG and BM samples as required and supervise others training to do these tests.
7. To perform additional clinical roles relevant to the speciality and participate in the training, supervision and assessment of others learning these roles.
8. To have an in-depth knowledge of the Nursing process and promote and support the use of the agreed model of individual patient care.
9. To ensure that accurate nursing records are maintained for each patient.
10. To maintain and promote department/multidisciplinary communications.
11. To co-ordinate, plan and organise nursing care considering available staffing levels and skill mix.



12. To participate in the development and evaluation of new techniques in patient care in consultation with medical and other professional staff and to co-operate with staff participation in ethical research processes.
13. To help maintain motivation of ward/department staff and encourage them to develop professional expertise.
14. To promote awareness and implementation of research-based practices relating to area of work.
15. To take a lead / link nurse role on behalf of the unit (e.g. tissue viability/ medical devices).
16. To participate in promotion of clinical governance, standard setting, implementation, and audit.
17. To maintain own professional development within the statutory requirements of the NMC to include, maintaining and improving knowledge and expertise in current developments, nursing management and practice, attending courses, study days, etc.
18. To resolve minor concerns and complaints from patients and visitors and pass serious complaints on as per policy.
19. There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.
20. This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

## EDUCATIONAL

1. To assist in the creation of an environment, for all grades of staff, conducive to learning, assisting Clinical Support Workers, Nursing Cadets, Student Nurses, and Post –basic students by encouragement, support and facilitation to achieve their objectives. To act as a practice assessor for Student Nurses/NVQ assessor for Clinical Support Workers.
2. To participate in the teaching of student nurses and post basic students, displaying commitment and understanding of the changes in educational programmes.
3. To act as a preceptor to new team members, providing support, encouragement, and individual personal development.
4. To assist in the development of the professional skills of junior nursing staff.
5. To develop own management skills and assist in developing the managerial and professional skill of junior nursing staff.
6. To promote a critical analytical approach to the delivery of nursing care.
7. To assist with the promotion of research and implementation of relevant findings to the ward nursing practice.



## PROFESSIONAL DEVELOPMENT

1. To attend professional meetings and keep abreast of current nursing development.
2. To promote the nursing profession as a career.

## PERSONAL

1. To assist in the creation and maintenance of a good working atmosphere.
2. To welcome and introduce new members to the team.
3. To assist in co-ordinating the day-to-day duties of nursing colleagues.
4. To be familiar with and comply with all statutory regulations and Trust Policies.
5. To provide a positive image of the Trust.
6. To maintain and improve knowledge and expertise in current developments and future trends in relation to nursing management and practice, including the Trust's Strategy for Nursing and Scope of Professional Practice.
7. To be familiar with and comply with Trust policies to include
  - Cardiac arrest
  - Health and Safety at Work
  - Fire • Major Emergency
  - Disciplinary Procedure
  - Patients Property
  - Sickness and Absence
8. To attend the following demonstrations / lectures on an annual basis:
  - Lifting and handling
  - Fire
  - Basic life support
9. To assist in counselling and support of nursing staff as appropriate. 10. To maintain current registration with the NMC and to comply with standards set by them.

## Organisational Values

### The post holder will:

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.



There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

---

### **Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

### **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

### **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

### **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

### **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

### **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

### **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.



All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

<b>Prepared by:</b>	Judith Morey
<b>Date:</b>	26/01/2023
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	



### CARE

**A CARING, KIND AND COMPASSIONATE PLACE:** We will support people to have joy in work and to treat each other with compassion and kindness.



### RESPECT

**A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER:** We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



### RESPONSIBILITY

**A WORKFORCE FOR NOW AND THE FUTURE:** Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.