

JOB DESCRIPTION

Job Title:	Staff Nurse
Band	5
Care Group	Various
Directorate:	Various
Department:	Various
Location:	Various
Accountable to:	Ward Sister/ Charge Nurse (Managerially) Matron / Divisional Director (Professionally)
Accountable for:	Health Care Support Workers
Main Purpose	<ul style="list-style-type: none"> The post holder will practice autonomously and be responsible and accountable for safe, compassionate person centred evidence based nursing that respects and maintains dignity and human rights. The post holder is responsible for assessment of care needs of patients and planning programmes of care, implementation and the evaluation of these programmes without direct supervision. At times they will have management responsibility for being in charge of the ward/department and supervising junior members of staff. The post holder will practice in a holistic, non-judgmental, caring and compassionate manner that avoids assumptions, supports social inclusion and recognises and respects individual choice and acknowledges diversity. They will work in partnership with other health and social care professionals, students and trainees and agencies, service users, their carers and families. The post holder will contribute to the practice development within their clinical care setting and work in accordance with Trust Policies, Procedures and Guidelines and will be responsible for completing any work based training associated with the role.

General Duties

- To support the Trusts strategy of delivering a quality healthcare service for patients and their families / carers

- To work within and support the Trusts objectives, and the ward / department's philosophy and standards
- To supervise and direct junior staff, and to act as a resource, providing education and training, this may include other members of the Multi-Disciplinary Team (MDT)
- To provide specialist nursing expertise, facilitating evidence-based, patient-centred care for patients
- To provide nursing care to a caseload of patients and to provide verbal and written handovers to nursing colleagues and the multi disciplinary team • When responsible for the ward/dept to ensure that individualised programmes of care are formulated and carried out fully for each patient
- The post holder will work according to the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines and be accountable for their own professional actions
- The post holder must use up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice
- The post holder must achieve and maintain competence in identified mandatory and statutory training, develop and maintain clinical competencies, skills and knowledge which relate to the area of clinical practice
- The post holder must respond to patients, relative and carers concerns as they arise and take remedial action as required
- The post holder will take charge of the practice setting as required/ or a defined area of the practice setting he post holder will assume responsibility for undertaking tasks delegated by the nominated line/shift manager. This may include representing the practice setting at meetings, link nurse responsibilities, audit, governance initiatives and supervision and role competence assessments for unregistered nurses and students/ trainees
- The post holder will contribute to the development of service and quality improvement initiatives within a collaborative framework to enhance patient experience and outcome and ensure standards of care are monitored and maintained at the highest level
- The post holder will delegate to and supervise the work of other staff registered and or unregistered and students/ trainees and undertake supervision, teaching, mentorship and assessment of junior staff to agreed levels of skill and competence.

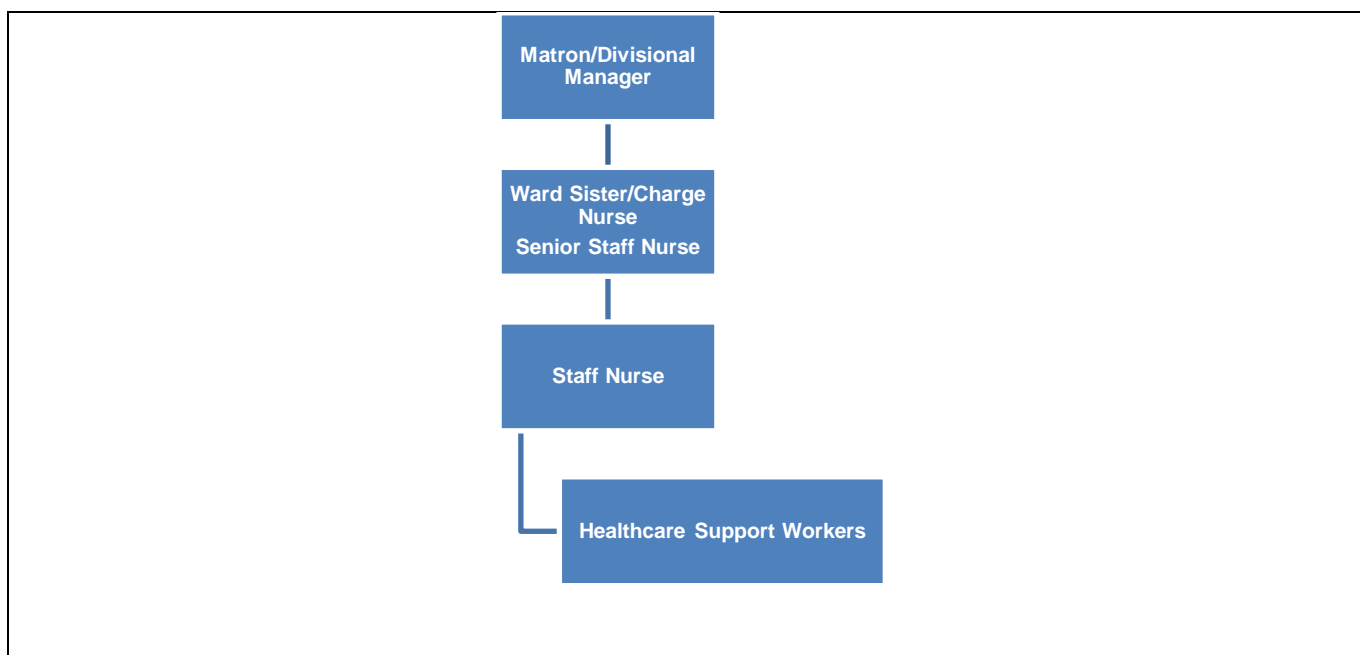
Communication and Working Relationship Skills

- To provide high standards of individualised nursing care for patients and their families by assessing, planning, implementing and evaluating care.
- Recognise and report appropriately any changes in patient's condition and escalate appropriately.
- To play an active part in the wards multi-disciplinary patient treatment programme.
- Provide safe and effective nursing care and psychological support to both patients and their significant others.
- Due regard to be given to customs, values and spiritual beliefs of patients and families.
- Demonstrate the principles of patient safety by ensuring that all treatment and procedures are delivered by competent, appropriately trained staff, including health care assistants.
- Act as a role model by demonstrating the professional standards and proactively reporting inappropriate behaviour and practice.
- Demonstrate accepted organisational behaviour to support the quality and patient safety strategy.
- Ensure and maintain the privacy and dignity of patients at all times.
- To maintain accurate and confidential patient health records.

<ul style="list-style-type: none"> • To lead and manage the daily activities of the ward in the absence of senior staff, escalating to the senior nurse for the directorate appropriately within hours or to the clinical site team out of hours. • The post holder will assume responsibility for undertaking tasks delegated by the nominated line/shift manager. This may include representing the practice setting at meetings, link nurse responsibilities, audit, governance initiatives and supervision and role competence assessments for unregistered nurses and students/ trainees.
Analytical and Judgemental Skills
<ul style="list-style-type: none"> • To provide high standards of individualised nursing care for patients and their families • by assessing, planning, implementing and evaluating care • Recognise and report appropriately any changes in patient's condition and escalate • Appropriately • To provide, receive, interpret and communicate information with the MDT • To liaise with and ask advice and support from senior staff if required.
Planning and Organisational Skills
<ul style="list-style-type: none"> • Demonstrate accepted organisational behaviour to support the quality and patient safety strategy • To develop own managerial skills by organising care of own patient/patients on a shift.
Responsibility for Patient/Client Care, Treatment and Therapy
<ul style="list-style-type: none"> • Carry out clinical practice within designated clinical areas, ensuring that high quality current evidence based care underpins all actions and interactions with patients • Be responsible for completing/ undertaking relevant nursing/ clinical procedures and practice underpinned by theoretical knowledge and practical experience • Use up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. The individual must make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care • Act as advocate for patients within the areas, to ensure a patient focused approach to the delivery of care • Ensure patients receive high quality clinical care and a positive patient experience, having regard to their customs, beliefs and ethnicity • Promote a clean and safe environment for staff, patients and visitors by ensuring compliance with legislation /policies and procedures, health care associated infection prevention, governance including risk management and incident reporting and act without delay in the reporting and escalating of any areas of concern • Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients • Advise on the promotion of health and the prevention of illness • Ensure accurate, legible and timely documentation relating to all aspects of patients care and treatment both paper based and electronically • Carry out those specific activities required to complete a comprehensive assessment of a person's nursing requirements • Undertake a range of physical observations appropriate to the individuals scope of practice using a range of equipment, recording, reporting and escalating findings and concerns • Develop and initiate nursing assessments and care plans based on assessment and observation of the patient's physical and psychological well-being / illness • Monitor patients progress, ensuring accurate records of all relevant observations and

<p>clinical assessments are kept and take appropriate action as indicated</p> <ul style="list-style-type: none"> • Work towards safe and timely discharge plans and or transfer of care from the ward/ service and ensure barriers to discharge/ transfer are identified and acted on appropriately • Work alongside other health care professionals to ascertain treatments and advise on nursing priorities • Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines, controlled drugs, intravenous drugs, transfusion of blood and blood products as required by the clinical area • Ensure all nursing documentation is completed prior to the span of duty ending. Entries must be legible, updated and in accordance with Trust/ NMC standards (including electronic records) • Ensure effective handover of patients between shifts / healthcare professionals using a range communication aids such as verbal handover/ written documentation/ referral • Achieve and maintain skills and clinical competencies specific to the post/ department role including equipment training.
<p>Responsibility for Policy / Service Development</p> <ul style="list-style-type: none"> • Develop audit skills to demonstrate that implementation and delivery of evidence based practice within the clinical area. • Participate in both clinical and organisational audit as required, to continually evaluate the effectiveness of the service. • To identify and participate in research and audit activities that enhance, evaluate and influence patient care and experience.
<p>Responsibility for Finance, Equipment and Other Resources</p> <ul style="list-style-type: none"> • To maintain safety of the patient by being familiar with specialised equipment on the wards, reporting any faulty equipment or potential hazards • To ensure all equipment is cleaned, maintained and in good working order at all times • To report any faulty equipment appropriately and in a timely manner • Maintain the use of resources effectively and efficiently.
<p>Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management</p> <ul style="list-style-type: none"> • Be prepared to have his/her progress assessed regularly and staff performance review conducted annually • Observe and continually promote equal opportunities in compliance with the Trust's policies on Equality and Diversity and Dignity at Work • Interprets equality, diversity and rights in accordance with legislation, policies, procedures and relevant standards and enables self and others to promote equality and diversity in a non-discriminatory culture • Be prepared to raise any issues of concern to the appropriate senior staff or management team/Freedom to Speak up Guardian as required • Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and inform the manager if there is any deviance from mandated training attendance. Be wholly accountable for his/her practice and maintaining their professional registration in line with the NMC Code of Professional Standards of Practice and Behaviour for Nurses and Midwives (current version) • Recognise the limits of individual competence and knowledge, undertake and complete further training and academic qualifications as relevant to the role and service

<p>requirements</p> <ul style="list-style-type: none"> • Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and inform the manager if there is any deviance from mandated training attendance • Participate in annual appraisal and maintain a professional portfolio which supports revalidation • Maintain a high standard of personal and professional behaviour and ensure effective communication with all members of the multidisciplinary team, patients, carers and relatives.
Responsibility for Information Resources and Administrative Duties
<ul style="list-style-type: none"> • To support the clinical leader to develop actions to improve the patient experience results • To ensure the safe custody of patient's belongings and valuables according to hospital policy • Develop and maintain competence in the use of electronic records, information and communication systems as required by the service
Responsibility for Research and Development
<ul style="list-style-type: none"> • Contribute to the setting and monitoring of clinical standards within the area of work • Act with personal and professional integrity within professional, ethical and legal frameworks and processes to maintain and improve standards • The post holder will contribute to the development of service and quality improvement initiatives within a collaborative framework to enhance patient experience and outcome and ensure standards of care are monitored and maintained at the highest level • Encourage research based practices and ensure these are incorporated into nursing care.
Freedom to Act
<ul style="list-style-type: none"> • Demonstrates on a day to day basis the ability to manage and prioritise workload under direct and indirect supervision within their scope of practice • To take charge of the management of a group of patients on a regular basis, acting as named nurse / primary nurse and after a period of training and development regularly take charge of the ward • Will act as a supervisor, where appropriate to junior members of staff and unqualified members of staff.
Mental, Physical, and Emotional Effort
<ul style="list-style-type: none"> • Maintaining own emotional needs and recognising when support from others is needed • Providing emotional support to patients and their family and referring on to specialist services as required • Awareness of self and the impact this will have on others emotional, physical and mental health.
Any Other Specific Tasks Required
<ul style="list-style-type: none"> • The post holder may be deployed / expected to work in any part of the organisation should the need arise to ensure patient safety is maintained
Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £147 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation as our two hospital trusts also merge.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that

personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.