

**JOB DESCRIPTION**

<b>Job Title:</b>	Staff Nurse
<b>Department / Directorate</b>	Medical
<b>Band:</b>	Band 5 (post foundation gateway)
<b>Hours:</b>	Full Time
<b>Responsible to:</b>	Ward Sister/Ward Manager
<b>Accountable to:</b>	Clinical Nurse Leader
<b>Professionally Accountable to:</b>	Associate Director of nursing
<b>Base:</b>	Ashford or St Peter's Hospital as required
<b>Criminal Records Bureau Disclosure check required:</b>	Enhanced
<b>Job Summary:</b>	<p>To work effectively and efficiently within the framework of team nursing and individualised patient care.</p> <p>In collaboration with the ward integrated multidisciplinary team to develop, implement and evaluate programmes of care for patients.</p> <p>To contribute towards developing and maintaining a suitable and stimulating learning environment.</p> <p>To take charge of the Ward as appropriate to the area in the absence of the Ward Sister / Charge Nurse or their deputies on a shift basis and to supervise junior registered and unregistered staff.</p>
<b>Key Result Areas:</b>	To have made a contribution to reaching the Trust's vision, strategic objectives and key work programmes.
<b>Date of last review:</b>	11 January 2013

### **Overview of Responsibilities :**

1. Practice and supervise nursing and the delivery of patient care in accordance with NMC Code of Professional Conduct and Trust/Department/Ward Policies and Procedures.
2. Be responsible and accountable for the assessment, planning, implementation and evaluation of individual care needs for assigned patients, ensuring safe practice and maintaining high standards of care.
3. Promote and provide health education for patients and their carers
4. Establish and maintain effective communication links with other members of the multi-disciplinary team, patients and carers.
5. Maintain up-to-date, comprehensive and accurate records of clinical care, the patients' condition and other relevant information in accordance with the NMC Standards for Record Keeping.
6. With the Ward Sister/Charge Nurse and their deputies ensure that clinical and housekeeping practice follows policies/procedures designed to prevent hospital acquired infection.
7. Be aware of and contribute to the protection of vulnerable adults and children from abuse. Report any suspicions of abuse to the nurse in charge, the Deputy or Ward Sister, or in their absence Matron, Head of Nursing or Site Co-ordinator.
8. Support the implementation of quality assurance initiatives which will improve patient care and the patients' environment.
9. Work effectively and efficiently as part of the ward team, and in accordance with the Hospital, Unit and Ward's nursing philosophy.
10. Be conversant with current emergency resuscitation techniques and fire regulations and procedures both in theory and practice.
11. Ensure safe storage and administration of medicines in accordance with legislation and Trust policy and practice.
12. Understand the need for effective ward budgetary control and be aware of the current cost of medical supplies and equipment.
13. Monitor and maintain unit equipment in each area of care, reporting problems as appropriate
14. Share in the responsibility in achieving financial savings by continually examining department procedures and products used.
15. Be proficient in the use of information technology utilised within the ward area.
16. To report staff sickness/absence to the unit sister, and take prompt action to cover shortfalls if necessary
17. Monitor and report any deficiencies in services, such as department cleaning, catering, laundry, portering or administrative support.
18. Maintain a professional attitude at all times, including appropriate appearance in accordance with the Trust Uniform and Dress Code Policies.
19. Be conversant with the corporate goals in relation to service delivery
20. Participate in Trust wide or local change programmes.

### **Supervisory/Shift Leader Responsibilities**

21. Be aware of and adhere to the 'Shift Leader Responsibilities' as per the Trust's Standards for Practice and Care
22. Act as an effective role model and demonstrate competent organisational and leadership skills.
23. Deputise for the Ward Sister/Charge Nurse and their deputies
24. Ensure nursing staff under your supervision have a clear understanding of their duties and responsibilities, and of the standards of performance and conduct expected of them.
25. Promote good communication and working relationships and collaborative working with the multi-disciplinary team, both within the Unit and the rest of the Trust.
26. Ensure safe use of equipment, ascertaining that staff are competent to operate the equipment and that the equipment is in safe working order.
27. Be innovative, support and help to manage change.

### **Education and Development**

28. Actively promote and implement evidence-based practice.
29. Participate in maintaining a suitable learning environment on the ward.
30. Act as a support for junior staff and students.
31. Support the Ward Sister/Charge Nurse and Head of Nursing /Modern Matron in relation to programmes and strategies for professional development, education and training
32. Understands the educational objectives of all ward staff, acting as preceptor/mentor to appropriate staff and assessing their performance.
33. Maintain good communication with internal education support staff and tutors from local higher and further education providers.
34. Use available opportunities to maintain and extend professional knowledge and expertise, keeping up-to-date with current nursing practice.
35. Maintain own professional development.

### **Clinical Governance**

36. To report any complaints, accidents, untoward incidents or unusual occurrences to the Head of Nursing and ensure that, where possible, remedial action is taken to prevent the occurrence/reoccurrence of such incidents, to complete and incident form where appropriate.
37. In conjunction with the Ward Sister/Charge Nurse and Head of Nursing/Modern Matron, participate in the planning and implementation of quality and risk management initiatives and targets, including CNST, RPST and Controls Assurance.
38. Assist in maintaining evidence-based quality standards that are regularly audited, and participate in agreed changes in practice.
39. In conjunction with the Ward Sisters/Charge Nurse and the Practice Development team, participate in agreed programmes of clinical benchmarking.
40. Support and supervise junior staff in a way that promotes patient safety and well-being.
41. Assist the Ward Sisters/Charge Nurses and their deputies in the orientation and induction of new staff. Ensure appropriate paperwork is completed and processed.
42. Support the Ward Sisters/Charge Nurse in ensuring that staff acquire the appropriate clinical competencies to deliver safe and effective patient care.
43. Actively participate in the Trust's professional supervision programme as a supervisor and as a supervisee.
44. Understand and be aware of when and how to report untoward incidents, accidents, concerns or near misses and how to deal effectively with patients' or relatives' complaints.

**General Responsibilities for all Staff in the Trust:**

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

**1. Trust Vision, Strategic Objectives and Values**

All Trust employees will carry out their duties in accordance with Trust vision, strategic objectives and values:

**Vision**

To become one of the best healthcare Trusts in the country.

**Strategic Objectives**

- To achieve the highest possible quality standards for our patients: meeting and exceeding their expectations in terms of outcome, safety and experience.
- To recruit, retain and develop a high performing workforce to deliver high quality care and the wider strategy of the Trust.
- To deliver the Trusts clinical strategy; redefining our market position to better meet the needs of patients and commissioners and increasing market penetration.
- To improve the productivity and efficiency of the Trust in a financially sustainable manner, within an effective governance framework

**Our Pledge**



**2. Appraisal and Personal Development**

All staff subject to appraisal and personal development reviews and you should maintain a record of your own development. The Trust Appraisal Policy will be found at <http://trustnet/documents/menu274.htm>

**3. Communication and Confidentiality (Information Governance)**

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at [http://www.ashfordstpeters.org.uk/attachments/799\\_Freedom%20of%20Information%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf)

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

#### **4. Development , Modernisation and Change**

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

#### **5. Diversity and Rights**

All staff have a duty promote people's equality, diversity and rights, and treat others with dignity and respect

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of gender or marital status, sexual orientation, disability, race, colour, creed, ethnic or national origin or age.

A copy of the Trust's Single Integrated Equality Scheme is available on the Trust's Intranet site. You are required to familiarise yourself with the terms of the policy at: [http://www.ashfordstpeters.org.uk/attachments/054\\_Single\\_Equality\\_Scheme.pdf](http://www.ashfordstpeters.org.uk/attachments/054_Single_Equality_Scheme.pdf)

#### **6. Monitoring and Maintaining Good Health and Safety**

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## 7. **Mandatory Training**

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## 8. **NHS Constitution**

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- to provide support and opportunities for staff to maintain their health, well-being and safety.
- to engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

## 9. **Quality and Risk Management**

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards. (<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

See risk & health & safety policies at <http://trustnet/documents/menu3.htm> and patient care policies at <http://trustnet/documentss/menu8.htm> ; the fire policy at <http://trustnet.asph.nhs.uk/documents/document306.htm> ; control of infection policies at <http://trustnet/documents/menu7.htm> . All other relevant policies can be found at <http://trustnet/documents/menu.html> .

#### **10. Whistle-blowing**

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: [http://www.ashfordstpeters.org.uk/attachments/1276\\_Whistle%20Blowing%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf)

The Trust has a policy on whistle-blowing to enable everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult and therefore the policy enables you to raise a matter directly with Senior Management. The Director of Workforce and Organisational Development is the designated Director for Whistle-blowing, but you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation. The policy also gives guidance on how to seek independent or external advice.

#### **11. Requirement for Flexibility in an Emergency Situation**

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided.

## **12. Safeguarding**

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

[http://www.ashfordstpeters.org.uk/attachments/1247\\_Child%20Protection%20Safeguarding%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1247_Child%20Protection%20Safeguarding%20Policy.pdf) and  
<http://trustnet/docsdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

[http://www.ashfordstpeters.org.uk/attachments/723\\_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf](http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf)

The Trust complies with the requirements of the Criminal Records Bureau (CRB) and the requirement to report safeguarding issues to the Independent Safeguarding Authority (ISA). All staff required to have a CRB disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their CRB applications promptly when requested.

## PERSON SPECIFICATION

**Post:** Staff Nurse (post foundation gateway)

**Department:** Adult Wards

Factors	Essential	Desirable	Assessed by:
<b>Attitude, Behaviour and Values</b>	<ul style="list-style-type: none"> <li>• Always puts patients first</li> <li>• Customer service focus</li> <li>• Willing and able to take personal responsibility</li> <li>• Demonstrates passion for excellence</li> <li>• Seeks out and takes opportunities for improving the service offered</li> <li>• Takes pride in their work and their team</li> <li>• Flexible in their attitudes and behaviours to support team working and delivery of objectives</li> <li>• Respects, values and cares for others</li> <li>• Supports learning and development of self and others</li> <li>• Supports and promotes equality and diversity</li> </ul>		Application form and interview
<b>Qualifications and Further Training</b>	Must be an NMC registered nurse (RGN)	Evidence of further training	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience within an acute environment</li> <li>• Managing the ward on a shift basis.</li> <li>• Managing discharge planning.</li> </ul>	Previous NHS acute hospital experience	Application form
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• NMC Code of Conduct</li> <li>• NMC Record Keeping Guidance</li> <li>• NHS Constitution</li> <li>• Trust vision and values, strategic objectives and key work programmes.</li> </ul>		Application form and interview

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Teaching and assessing skills.</li> <li>• Evidence of leadership skills.</li> <li>• Organising &amp; planning skills.</li> <li>• Ability to effectively manage discharge planning.</li> <li>• Ability to learn new skills and adapt to change.</li> <li>• Evidence of the ability to communicate effectively both verbally and in writing.</li> <li>• Evidence of basic numeracy skills (for example in order to measure fluids and carry out drug calculations).</li> <li>• Ability to work effectively alone and as part of a team.</li> <li>• Able to competently assess, plan, implement and evaluate patient care</li> <li>• Ability to manage competing demands in a busy acute environment</li> <li>• Ability to empathise with patients and their families and to treat them with compassion and sensitivity.</li> </ul> <p>Must be able to demonstrate, in relation to people who use Trust and other related services:</p> <ul style="list-style-type: none"> <li>• You have knowledge &amp; awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights.</li> <li>• You are able to communicate effectively with them and with other staff to ensure that their care, treatment and support are not compromised.</li> <li>• You have a good understanding of their communication, physical &amp; emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence.</li> </ul>		Application form and interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate that you are honest, reliable, trustworthy &amp; treat people who use the services, and colleagues, with respect.</li> <li>• Able to work shifts flexibly.</li> <li>• Willingness to undertake further professional development</li> </ul>		Application form and interview