

# Hello, we are Barts Health

#TeamBartsHealth

[bartshealth.nhs.uk](http://bartshealth.nhs.uk)

## Recruitment information pack





**Our Vision** To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

|   | Value                    | Key behaviours   |
|---|--------------------------|--|
| W | <b>WELCOMING</b><br>     | <ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> </ul> <ul style="list-style-type: none"> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>   |
| E | <b>ENGAGING</b><br>      | <ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> </ul> <ul style="list-style-type: none"> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>  |
| C | <b>COLLABORATIVE</b><br> | <ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> </ul> <ul style="list-style-type: none"> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>   |
| A | <b>ACCOUNTABLE</b><br>   | <ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> </ul> <ul style="list-style-type: none"> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>  |
| R | <b>RESPECTFUL</b><br>    | <ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> </ul> <ul style="list-style-type: none"> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>  |
| E | <b>EQUITABLE</b><br>     | <ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> </ul> <ul style="list-style-type: none"> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul> |

## 1. Job Particulars

### Job description

|                          |  |
|--------------------------|--|
| Job title:               | Staff Nurse  |
| Clinical academic group: | Neurosciences  |
| Salary band:             | Band 5   |
| Responsible to:          | Sister / Senior Sister/ Charge Nurse / Matron/Senior Nurse |
| Location:                | Ward 12F   |

## 2. Job Purpose

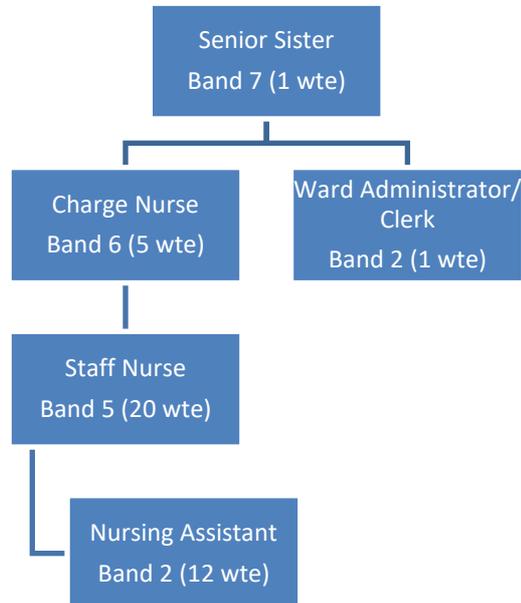
- To provide the highest standard of individualised and holistic patient care in conjunction with the multidisciplinary team.
- To ensure patients are checked in for surgery and to liaise with the bed capacity managers to ensure patients are mapped against beds post operatively.
- To lead and ensure patients are brought in via the afternoon drop in clinic
- To supervise and teach junior members of staff and learners as required, and maintain own personal development with support.
- To provide high quality nursing care to patients and their families, in accordance with agreed policies.

## 3. Key Working Relationships

The post holder will work as part of the nursing team and liaise with colleagues at all times and play a key role in delivering nursing care to patients:

| Internal  | External  |
|---|---|
| <ul style="list-style-type: none"> <li>• Sister / Charge Nurse</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Patient's relatives</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Senior Sister/ Charge Nurse</li> </ul>                           | <ul style="list-style-type: none"> <li>• Members of the public</li> </ul> |
| <ul style="list-style-type: none"> <li>• Lead Nurse for Neurology Day Unit</li> </ul>                     | <ul style="list-style-type: none"> <li>• Visitors to the Trust</li> </ul> |
| <ul style="list-style-type: none"> <li>• Senior Nurse for Neurosciences &amp; Stroke</li> </ul>           | <ul style="list-style-type: none"> <li>• Emergency services</li> </ul>    |
| <ul style="list-style-type: none"> <li>• All Consultants and junior medical team for Neurology</li> </ul> | <ul style="list-style-type: none"> <li>• Patient's relatives</li> </ul>   |
| <ul style="list-style-type: none"> <li>• All multi-disciplinary team members</li> </ul>                   |   |
| <ul style="list-style-type: none"> <li>• Ward administrator / Clerk</li> </ul>                            |   |

#### 4. Structure Chart



#### 5. Main duties, responsibilities and results areas

##### Key result areas

The post holder will be an integral part of the nursing team actively taking part in the meeting the needs of patients of the service in accordance with agreed standards under direct supervision of the registered nurse. The post holder will develop essential competencies through training and practice to ensure safety and quality are the priority.

- Assesses, plans, implements and evaluates patient care and make changes as necessary.
- Identifies deteriorating patients and takes appropriate action.
- Ensures documentation is accurate and up to date, utilising the electronic health record.
- Demonstrates an enquiring approach to patient care.
- Demonstrate awareness of issues affecting neurology as in and outpatients.

- Demonstrate awareness of the nursing care needed by the Neurology patients ( MND, MS, Parkinson etc).
- Demonstrate awareness of or the ability to develop skills in caring for patients postoperatively with neurosurgical conditions, brain injured patients and patients with tracheostomies.
- Develop skills in accordance with the expanded role relevant to the post holder's clinical area such as cannulation and phlebotomy and patient health promotion/education.
- Educates patients and relatives about how to adopt healthy lifestyles, and look after their own health and wellbeing.
- Identifies and helps patients, relatives and staff to reduce any risks associated with health and wellbeing.
- Ensures patients' views are taken into account in the decision making process.
- Participates in collaborative decision making within the inter-disciplinary team.
- Participates in meeting the health education and promotes the needs of patients and carers.
- Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.
- Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.
- A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care.
- The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.
- Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.

- The post holder must at all time work in accordance with the NMC Code of Professional Conduct (2015).
- Participates in research, audit and quality initiatives, e.g. Essence of Care.
- Demonstrates knowledge and skills related to evidence based practice.
- Monitors the quality of work on own area and alerts others to quality issues.
- The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy.
- Identifies and takes action when own or others' behaviour undermines equality and diversity.
- Take account of own behaviour and its effect on others.
- The post holder is expected to develop their IT skills by completing the European Computer Driving Licence (ECDL) qualification

## 6. Working conditions

### Effort, skills and working conditions

|                        |  |
|------------------------|--|
| <b>Physical skills</b> | Moving and handling of patients and equipment will be carried out in line with Trust policies and training. The role involves transporting patients to areas within the hospital. It will be necessary for the post holder to assist with various invasive procedures as appropriate for their level.  |
| <b>Physical effort</b> | The role will involve regularly alternating between a standing, sitting and walking around position. Occasionally carrying patient samples to and from the laboratory / other departments.<br>You may be required to carry paper notes around the department, trollies are available if required.  |
| <b>Mental effort</b>   | Can be demanding at times due to the vulnerability and complexity of our patient group. Mental stamina will be required and the ability to deal with adapt to changing needs of the patient group. A high level of concentration is required to provide a high standard of care to acutely ill patients. The environment and work load is sometimes unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability.<br><br>The post holder will need to be able to maintain patient care and accurate documentation concurrent with interruptions from colleagues, |

|                           |   |
|---------------------------|---|
|                           | relatives and from other sources. Mathematical calculations will need to be carried out with consistent accuracy throughout each shift. On occasion this will need to be done at speed.   |
| <b>Emotional effort</b>   | Will work with a range of patients, some with emotional or psychological distress due to diagnosis or deterioration in health. Providing continuous care and communicating with patients and relatives requires intense emotional effort. The role can involve emotionally distressing work such as supporting patients through the unpredictable course of adjustment to a diagnosis and other issues that can affect their health.        |
| <b>Working conditions</b> | Will provide care in inpatient ward and will come into contact with a range of working conditions and standards of cleanliness. There will be daily exposure to body fluids blood, vomit, stools, saliva in the course of the daily care of patients<br>Some patients due the nature of their illness or lifestyle choices may be occasionally aggressive in their behavior and confused patients may be physically or verbally aggressive. |

### NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).

### Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant. (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

### Person Specification

| Domain            | Essential Criteria  | Desirable Criteria |
|-------------------|---|--------------------|
| <b>Experience</b> | <ul style="list-style-type: none"> <li>Recent acute experience and or newly qualified also welcome</li> </ul>   | ✓                  |
| <b>Skills</b>     | <ul style="list-style-type: none"> <li>Patient focused</li> <li>Good communication and interpersonal skills</li> <li>Capable of dealing with sensitive and distressing situations</li> <li>Able to use initiative and co-ordinate own workload</li> <li>Caring and compassionate</li> </ul> | ✓                  |

|                       |  |   |
|-----------------------|--|---|
|                       | <ul style="list-style-type: none"> <li>• Competence in recording and basic interpretation of vital signs.</li> </ul>   |   |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Knowledge of current policies and providing nursing care in accordance with NMC guidelines.</li> <li>• Is aware of how to identify and reduce risks with regards to health and wellbeing</li> </ul>   | ✓ |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Registered Nurse</li> </ul>   | ✓ |
| <b>Other</b>          | <ul style="list-style-type: none"> <li>• Moving and Handling</li> <li>• Ability to prioritise clinical work effectively</li> <li>• Can show a non-judgemental approach to patient care</li> <li>• Ability to carry out essential and appropriate nursing care and procedures</li> <li>• Ability to work within set timeframes working to priorities and deadlines</li> <li>• Ability to monitor the quality of own work</li> <li>• Able to recognise own limits and work within those limits of competence</li> <li>• Ability to use and maintain resources efficiently and effectively and encourage others to do so</li> <li>• Ability to demonstrate enthusiasm towards teaching and sharing knowledge</li> <li>• Understanding of own Knowledge and Skills and ability to identify learning needs and interests</li> <li>• Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to able to improve current job</li> </ul> | ✓ |

|  |   |  |
|--|---|--|
|  | <p>performance</p> <ul style="list-style-type: none"> <li>• Ability to take an active role in agreed learning activities and keeps a record of them</li> <li>• Ability to offer constructive suggestions for service improvement</li> <li>• Ability to work as part of a multi-disciplinary team</li> <li>• Ability to communicate effectively at all levels across the Department and Directorate</li> <li>• The ability to communicate with patients in an empathetic manner regarding their treatment and procedures.</li> <li>• Can demonstrate an enthusiastic, approachable and friendly manner</li> <li>• Ability to communicate effectively, both written and oral</li> <li>• Ability to treat everyone with whom s/he comes into contact with dignity and respect</li> <li>• Experience of Equal Opportunity policies and procedures</li> <li>• Ability to identify and take action when own or other's undermines equality and diversity</li> <li>• Can prove a basic computer literacy in Windows and IT systems</li> <li>• Ability to store data/ information safely and correctly</li> <li>• Required to work as per rota on long days, nights and weekends.</li> <li>• Sufficient to perform the duties of the post with any aids and adaptations</li> <li>• Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies</li> <li>• Ability to support others in maintaining health, safety and security</li> <li>• Ability to identify and assess the potential risks involved in work activities and processes for self and others.</li> </ul> |  |
|--|---|--|

## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.