

Candidate Pack

For

Staff Nurse



North Middlesex University Hospital NHS Trust is a medium sized District General Hospital based in Edmonton in Enfield, North London. We serve a diverse multicultural population largely from the London boroughs of Enfield and Haringey. Many of our patients live in wards that are within the 5% most deprived in the UK and a large proportion of our patients were born abroad. This makes it both a fascinating and a challenging hospital to work in.

Over the last decade we have rebuilt almost all of the hospital and now have facilities that we are proud to work in. We employ over 3,500 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local Health Watch.

We are primarily an emergency led hospital with more than 90% of our bed days being used for patients admitted via our emergency and ambulatory units. As well as offering everything you would expect from a major acute hospital we have a number of tertiary services treating patients with HIV and Sickle Cell Disease and a large cancer and radiotherapy service. We also run our local community Sexual Health Clinics.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our priorities:

1. Providing Outstanding Care

We will provide:

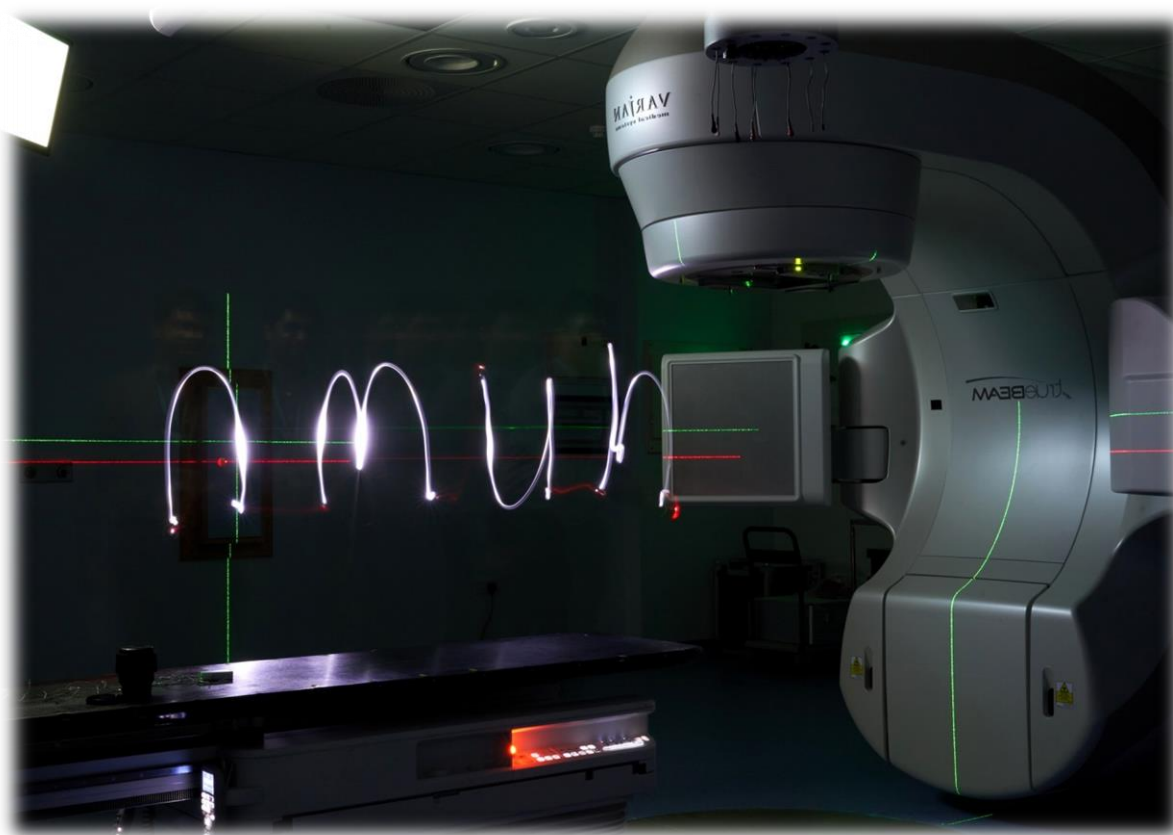
- Excellent outcomes for patients
- Excellent experiences for patients and staff
- Excellent value for money

2. Partnering with Others

We will work closely with our system partners to integrate health and care and broader public services, and guide you towards the best services for you.

3. Keeping Healthy

We will use every opportunity we have to promote wellbeing, providing information and education for our community.



Additional Information

Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust,

- our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- A equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

Road Access and Public Transport

Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Follow us on social media





Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> We are compassionate and take time out to check on colleagues and patients We are understanding and recognise each other as individuals We are committed to improving our community for colleagues, patients and carers 	<ul style="list-style-type: none"> Showing empathy Being curious Showing humility Listening to others

We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> We respect and understand each other's differences and backgrounds We are consistent with providing realistic, clear expectations and constructive feedback <p>We are always looking for opportunities to develop all our staff and our services</p>	<ul style="list-style-type: none"> Being consistent Listening to others Supporting each other

We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge We actively look for new ways of working and explore new partnerships across teams, divisions and organisations 	<ul style="list-style-type: none"> Speaking up Being curious Learning from mistakes

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



Position: Staff Nurse

Salary/Band: 5

Location: PDAU

Hours: 28.5 hours (0.76 WTE)

Responsible to: Senior Staff Nurse / Ward Manager / Matron

Accountable to: Assistant Director of Nursing Children and Young People

Key Working Relationships: Internal Relationships

- Ward Manager
- Senior Staff Nurse
- Staff Nurse
- All members of Surgical and Paediatric team
- All Surgical and Paediatric Consultants and junior medical team
- All multi-disciplinary team members
- Ward administrator / Clerk

External relationships

- Patient's relatives
- Members of the public
- Visitors to the Trust
- Emergency services

Job Summary

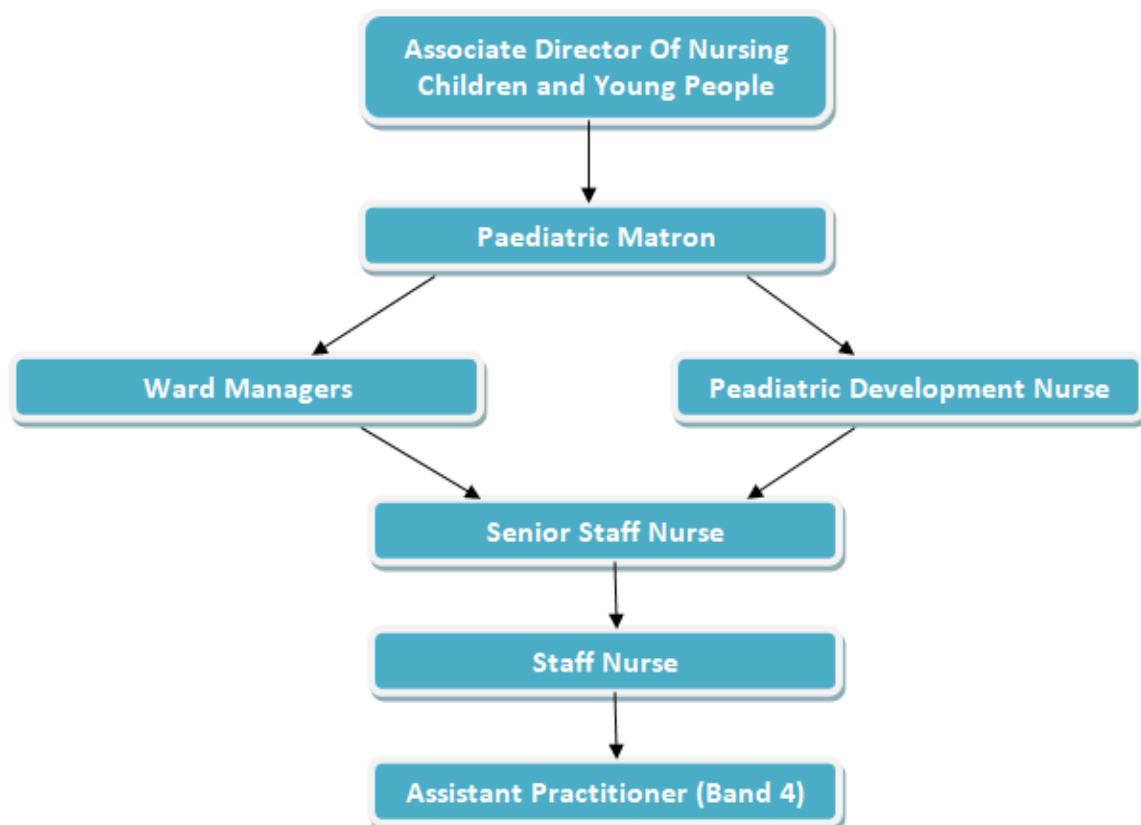
To provide the highest standard of individualised and holistic patient care in conjunction with the multidisciplinary team. To supervise and teach junior members of staff and learners as required, and maintain own personal development with support. To provide high quality nursing care to patients and their families, across linked clinical areas if and when necessary, in accordance with agreed policies.

Introduction to the Department

PDAU (Paediatric Day Assessment Unit) is located within the Children's Outpatient Department and provides a service Monday- Friday 8am-6pm. Our unit has well established links to tertiary centres and we provide elective care for children with a variety of oncology ,hematology, immunology, endocrine, rheumatology and gastro-intestinal conditions. There are opportunities to develop your

skills with support from our Specialist Nurses and Paediatric Practice Development Nurses. You will learn to safely care for children requiring blood transfusions and other intravenous medications to treat their chronic conditions. Opportunities are available to become skilled in phlebotomy and venepuncture. Children are also seen for elective reviews by the medical team and we work closely with the other paediatric departments and the Children's Community Nursing Team.

Organisation Chart



Duties and Responsibilities

1.1. Professional / Clinical responsibilities

- 1.2. Assesses, plans, implements and evaluates patient care and make changes as necessary.
- 1.3. Identifies deteriorating patients and takes appropriate action.
- 1.4. Ensures documentation is accurate and up to date, utilising the electronic health record.
- 1.5. Demonstrates an enquiring approach to patient care.
- 1.6. 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.
- 1.7. Educates patients and relatives about how to adopt healthy lifestyles, and look after their own health and wellbeing.
- 1.8. Identifies and helps patients, relatives and staff to reduce any risks associated with health and wellbeing.
- 1.9. Ensures patients' views are taken into account in the decision making process.
- 1.10. Participates in collaborative decision making within the inter-disciplinary team.
- 1.11. Participates in meeting the health education and promotes the needs of patients and carers.
- 1.12. 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.
- 1.13. Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.
- 1.14. A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care.
- 1.15. The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.
- 1.16. Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.
- 1.17. The post holder must at all times work in accordance with the NMC Code of Professional Conduct (2015).

2. Management and Leadership

- 2.1. Co-ordinates the activities of the unit on a day to day basis.
- 2.2. To support members of the ward team to ensure that all patients receive appropriate care.
- 2.3. To ensure that treatments prescribed by the medical staff are carried out, and that multidisciplinary team members are informed of changes in the patient's condition.
- 2.4. To ensure quality care is given, by being familiar with agreed ward and Trust standards of care and to inform senior nursing staff, if the required standard couldn't be reached.
- 2.5. To assist in ensuring that allocated resources are managed effectively and efficiently. This includes effective utilisation of time and equipment.
- 2.6. Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.
- 2.7. Develops knowledge, understanding and application of their personal leadership skills.
- 2.8. Provides feedback to other workers on their communication at appropriate times.
- 2.9. To be responsible for disseminating Trust policies and information as required.
- 2.10. Take account of own behaviour and its effect on others.
- 2.11. To assist in ensuring the safety of the ward, actively participating in clinical audit, clinical risk and quality issues, including reporting of critical incidents.

3. Financial responsibilities

- 3.1. Uses and maintains resources efficiently and effectively and encourages others to do so.

4. Information management

- 4.1. Demonstrates an understanding of research and development and how this influences nursing practice.
- 4.2. Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system.
- 4.3. Analyze and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring).

- 4.4. Maintain the integrity of information using agreed methods and procedures.
- 4.5. Reports the data/ information clearly in the required format and at the time agreed.
- 4.6. The post holder is expected to develop their IT skills to a satisfactory standard suitable with the Staff Nurse role.

5. Education & Professional Development

- 5.1. Develops an awareness of clinical supervision/action learning.
- 5.2. Improves clinical practice through reflection with self or others.
- 5.3. With the support of sister/charge nurse through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.
- 5.4. Influence the development of knowledge, ideas and work practice.
- 5.5. Demonstrate a professional approach to work, and act in accordance with the NMC Code of Professional Conduct at all times.
- 5.6. To actively assist in the education and practical training of learners and junior staff at every opportunity.
- 5.7. To have knowledge of and adhere to ward and Trust policy and professional standards. To assist in ensuring that team members do likewise.
- 5.8. To maintain confidentiality surrounding the child's admission and treatment at all times.
- 5.9. To ensure documentation is complete and up to date, in line with NMC and Trust guidelines.
- 5.10. To work in co-operation with both Middlesex and City University in order to provide uniformity and promotion of professional standards.
- 5.11. To participate in informal bedside teaching.
- 5.12. To supervise and orientate learners and new staff, when requested.

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

PERSON SPECIFICATION

Post: Staff Nurse

Department: PDAU

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<p>RSCN/RN Child Branch (NMC register)</p> <p>Current NMC registration</p>	Evidence of having attained a degree in field of nursing or working towards attaining	<p>A</p> <p>A</p> <p>A</p>
Skills and abilities	<p>Ability to plan and care for a group of patients.</p> <p>Good verbal and written communication skills. Ability to work well within a team</p> <p>Committed to family centred care</p>		<p>A / I</p> <p>A / I</p> <p>A / I</p>
Experience	<p>Broad experience of clinical paediatric nursing practice within a hospital environment.</p> <p>Experience of having worked with acute/chronically ill children</p> <p>Experience of taking charge</p>		<p>A / I</p> <p>A / I</p> <p>I</p>

Personal qualities	<p>The ability to work well within a team</p> <p>Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to able to improve current job performance</p> <p>Ability to take an active role in agreed learning activities and keeps a record of them</p> <p>Ability to offer constructive suggestions for service improvement</p>		<p>A / I</p> <p>I</p> <p>I</p> <p>I</p>
Values	Demonstrable ability to meet Trust values		Interview/ assessment
Other requirements	<p>Good understanding and knowledge of paediatrics.</p> <p>Awareness of professional issues.</p> <p>Understanding of nursing practice and innovations.</p> <p>Knowledge of Team Nursing</p> <p>Knowledge of the ward's specialities.</p> <p>Awareness of cultural issues</p> <p>Basic IT skills</p>		<p>A / I</p> <p>I</p> <p>A / I</p> <p>A / I</p> <p>I</p> <p>I</p> <p>A / I</p>