

Job Description: Staff Nurse Band 5

Nursing and Midwifery at Oxford

Oxford University Hospitals NHS Foundation Trust has a rich tradition of developing nursing and midwifery practice and of delivering excellence in patient care. Whilst proud of our heritage, our focus is the future and central to our vision is providing evidence-based individualised care to the people we support.

Nursing and Midwifery at Oxford is an exciting and dynamic place to be a clinician, researcher, educator and leader but is only as innovative as the people in our amazing teams. Whilst providing evidence-based individualised care is core to everything we do, we are also deeply committed to caring for and developing each through staff being encouraged to undertake further study within their speciality area. Our aim is to be the best at what we do through our research and innovation initiatives and partnerships; rather than just say we're the best, be able to prove it! The Trust is a founding member of The Oxford Institute for Nursing, Midwifery and Allied Health Research (OxINMAHR). OxINMAHR is one of only six Department of Health accredited centres of excellence and forms an essential component of our vision of translating research to deliver evidence based care and innovation for patient benefit.

Binding all of these commitments together for the future together is our pioneering participation in the Magnet Recognition Program. Apart from a strong nurse education focus this initiative is also driving work on nurse sensitive outcome measures and a desire to develop nursing practice through a shared governance approach. This practically means the Trust is developing ways in which practitioners across all levels of the organisation can actively contribute to driving forward the changes required to deliver outstanding nursing care.

Oxford University Hospitals NHS Foundation Trust

Oxford University Hospitals (OUH) is a world renowned centre of clinical excellence and one of the largest NHS teaching trusts in the UK. We became a Foundation Trust on 1 October 2015 and believe that this will enable us to work more effectively in partnership with our patients and our local community to provide high quality healthcare. We employ 12,558 staff (including 4,154 nurses and 2,024 doctors)

The Trust is made up of four hospitals - the John Radcliffe Hospital (which includes the Children's Hospital, West Wing, Eye Hospital, Heart Centre and Women's Centre), the Churchill Hospital and the Nuffield Orthopaedic Centre, all located in Oxford, and the Horton General Hospital in Banbury, north Oxfordshire.

We provide a wide range of clinical services, specialist services (including cardiac, cancer, musculoskeletal and neurological rehabilitation and a full range of children's' services including critical and new born care) medical education, training and research.

Most services are provided in our hospitals, but over six percent are delivered from 44 other locations across the region, and some in patients' homes.

We have an extensive range of collaborations including the University of Oxford and Oxford Brookes University which underpins the quality of the care that is provided to patients.

Job title	Staff Nurse
Responsible to	Sister/Charge Nurse
Accountable to	Matron
Type of contract	Permanent
Hours per week	37.5
Budgetary responsibility	None
Manages	Supports the Band 6s and 7s management of the unregistered workforce and students

Trust Values and Expected Behaviours.

Over a thousand patients and colleagues assisted us in developing a set of values that will help us achieve our ambition of delivering compassionate excellence.

To help us live out those values in our work, we have defined the types of behaviours that will either ensure we met the high standards we have set, or will mean we miss the mark.

These are the values that should characterise all that we do and our behaviours with our patients and families and each other. Our values and expected behaviours are,

- **Compassion:** Putting patients at the heart of what we do and recognising different needs.
- **Respect:** Encouraging a spirit of support, integrity, respect and teamwork.
- **Excellence:** Taking pride in the quality of care we provide for our patients and customers.
- **Learning:** Learning from successes and setbacks.
- **Delivery:** Delivering high standards of health care for our patients and customers
- **Improvement:** Striving to improve what we do through change and innovation.

These values and behaviours are extremely important to us and we expect everyone who works with us in any capacity, including employees, bank staff, contractors, agency staff, people who hold honorary contracts, students and volunteers to share and uphold these values and behaviours.

The Oxford Model for Exemplary Professional Nursing and Midwifery Practice

The Oxford Model of Exemplary Professional Nursing and Midwifery Practice was developed by over 350 nurses and midwives with a passion to define the way forward for the professions of nursing and midwifery. In addition members of the multi-disciplinary team and academic colleagues from Oxford Brookes University and the Oxford Institute of Nursing, Midwifery and

Allied Health Research (OxINMAHR) were also consulted. This work reflects a new chapter in nursing and midwifery at Oxford and aims to provide clarity for the way ahead by being built on firm foundations created by countless individuals over 125 years of professional nursing at Oxford.

This professional practice model builds on the Trust's values and behaviours and blends those values with nursing and midwifery theories and expert input based on the lived experience of Oxford Nurses and Midwives. The model is consistent with the nursing and Midwifery Council Code, the Care Quality Commission key lines of enquiry the Oxford University Hospitals Quality Priorities and the principles of the Magnet Recognition Program. The model comprises of,

- Exceptional transformational leadership
- Leading Edge research
- Practice and Career enhancing clinical education.

The aim of the model for the Trust is to provide focus and consistency to our approach to nursing and midwifery practice across the organisation.

Scope of the role

- Provide exceptional patient care which is underpinned by evidence based practice.
- Involve and work in partnership with the patients' family and friends to be actively involved in the caring process on behalf of the patient where agreed.
- Manage, direct and evaluate the nursing care for a defined caseload of patients.
- Communicate effectively information to patients/relatives/carers/ and all members of the multidisciplinary team.
- Maintain and develop high standards of nursing care, reflecting the beliefs about professional nursing practice and patient care commensurate with The Oxford Model for Exemplary Professional Nursing and Midwifery Practice.
- Develop and maintain specialist knowledge of nursing practice relevant to the clinical area
- Undertake the responsibilities associated with being a mentor and preceptor reflecting the beliefs about professional nursing practice and patient care commensurate with the Oxford Model for Exemplary Professional and Nursing and Midwifery Practice.
- Contribute towards the continuing development of professional nursing practice in the department.
- Conduct oneself in a professional manner and be a role model to less experienced/non-registered and new staff at all times.
- Develop skills to provide senior nurse cover for the department in the absence of the Sister or Charge Nurse and Team Leader.
- Work proactively to ensure every hospital visit meets the needs of the patient and that they are discharged in a timely manner ensuring effective communication with the family and/or relevant agencies as agreed.

Clinical Practice

This job description outlines the core requirements expected of a Band 5 nurse. As such the list below is not exhaustive. Specific requirements related to any specialist area of practice will be outlined with the prospective post holder and included as an addition to these generic descriptors as role specific prior to employment.

Patient Care

- Demonstrate and promote a patient and family centred style of clinical practice.
- Be responsible for the assessment, planning, implementation and evaluation of patient care from admission to discharge.
- Accurately document and report to other members of the nursing team and multi-disciplinary team information regarding the care given to patients, communicating changes as they occur.
- Respond to emergency situations with composure, maintaining patient safety and seeking immediate support, and supporting the patient, family and other staff as required.
- Identify and discuss patient needs with the team/staff, patients, carers and the multi-disciplinary team. Be able to plan own workload.
- Demonstrate a problem solving approach to effectively execute planning, implementation and evaluation of individualised plans of care based on a holistic model of care.
- Communicate complex and sensitive information effectively to patients, carers and other staff, overcoming barriers to understanding and providing support during distressing or emotional events
- Maintain patient dignity and confidentiality at all times.

Professional Practice

- Ensure clinical practice is evidence based or peer reviewed “best practice”.
- Develop and maintain clinical skills and knowledge necessary to provide holistic, evidence based nursing care.
- With supervision and assistance, take on increased responsibility (for example being a named nurse), recognising own limitations and seeking help appropriately.
- As negotiated with Sister/Charge Nurse set and maintain standards of practice, conduct and decision making.
- Be competent in the use of all relevant Trust IT systems including the use of electronic patient records, (EPR) , email and associated professional media ensuring that data is entered in an accurate and timely fashion, in accordance with Trust policy and procedure.
- Engage in and promote a paper light approach to information management.
- Maintain regular use of email and other modes of communication in order to keep abreast of information disseminated across the Trust
- Adhere to the NMC Code at all times and practice within the NMC Scope of Professional practice, maintaining patient confidentiality at all times.
- Adhere to the Data Protection Act.
- Demonstrate an awareness and understanding of Accountability, Responsibility and Duty of Care and work towards the provision of support and education for less experienced and non-registered staff on the implications for practice.

Leadership and Management

- Undertake the responsibilities associated with being the Team Co-ordinator (in rotation with other staff) to manage allocated resources effectively and efficiently. This includes inputting into electronic patient acuity and dependency and safe staffing tools on a daily basis
- Ensure that prescribed treatments and plans are in the patient’s best interests and are carried out as appropriate, and that multidisciplinary team members are informed of changes in the patient’s condition.

- Ensure compliance with the Health and Social Care Act regulations 2010 by adhering to the Care Quality Commission standards at all times raising concerns to Sister/charge Nurse or an appropriate senior person.
- Contribute toward projects and audits being undertaken in the department, as directed by Ward Manager or deputies.
- Ensure the appropriate management of clinical and general waste and that staffing resources are used appropriately when prescribing and implementing care and treatments.
- Report near misses and untoward incidents, complaints, clinical emergencies, injury or medicine administration errors as detailed in departmental and Trust protocols and procedures, assist the Sister / Charge Nurse Manager in investigating incidents as required. Be proactive in seeking a response to the issues raised in order to disseminate the actions identified and provide own account of events if asked to support an investigation.
- Demonstrate an awareness of and compliance with Health and Safety Regulations that apply to staff and patients. To escalate concerns to senior staff in an appropriate and timely manner.
- Be familiar with the Oxford Model of Exemplary Nursing and Midwifery Practice and ensure that key performance indicators are met.
- Maintain and contribute to the development of standards of practice, conduct or decision making in conjunction with team leaders/ward manager/unit co-ordinator.
- Discuss personal and professional development needs during an annual appraisal, developing, agreeing and documenting action points in the electronic recording and personal development plan.
- Ensure that a smart, professional image that enhances the public perception of the Trust and the professionalism of its staff is portrayed.

Education and Training

- Be actively involved in, and support departmental education programmes.
- Complete or be working towards any local and Trust competency frameworks within a time frame agreed with the Sister/ Charge Nurse and with the support of a named mentor.
- Take all opportunities to contribute to the education and practical training of learners and less experienced staff in order to provide uniformity and promotion of professional standards.
- Develop the skills to supervise, mentor, support and educate less experienced and non-registered staff in the clinical practice setting
- Undertake all relevant Statutory and Mandatory (SME) training using the Trust E-Learning packages and study opportunities.
- Demonstrate a commitment to research based practice and clinical excellence and play an active part in the introduction of research-based change to improve patient centred care.
- Undertake the responsibilities of a mentor participating in induction and orientation programmes, guiding practice, assessing competence, enabling and supporting learning.

Improving Quality and Developing Practice

- Comply with PREP (in full) requirements for NMC Revalidation, identifying own learning needs and ensuring own professional development is maintained by keeping up to date with practice developments.
- Demonstrate a commitment to evidence based practice and clinical excellence. Using these skills works collegiately to promote innovation and work within the nursing team in the

provision of an excellent standard of patient care in line with Oxford University Hospitals (OUH) values and The Oxford Model of Exemplary Nursing and Midwifery Practice.

- Develop and share own clinical knowledge with other members of the multi-disciplinary team and as relevant with practitioners both locally and nationally.
- Act as a role model for the nursing/midwifery team promoting consistent professional and clinical excellence.
- Provide support to less experienced staff.
- Engage in Clinical Supervision in order to gain an appreciation of its value in clinical practice.
- Identify own development needs, aligning these to service requirements and personal aspirations. Proactively develop and improve own practice using all available resources.
- Understand and contribute to the development, implementation, monitoring and evaluation of policies/protocols/guidelines relevant to the specialist area.
- Participate in the OUH culture of audit and research in practice
- Keep up to date with professional issues that influence nursing practice relating to the area of clinical practice, management education and research.
- Promote and practice, evidence based nursing care, embracing new ideas and changes for the benefit of patient care.
- Openly question and challenge nursing practice in a constructive way so that standards of patient care are continually evaluated and improved.

Trust Statements

Information Technology

- Comply with all OUH electronic systems, including email, E-Learning, incident reporting, E-learning

Risk Management

- The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the:

- Major Incident Policy
- Fire Policy

And should make themselves familiar with the local “response plan” and their role within that response

Responsibility for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act (1974), Statutory Regulations and Trust Policies and procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust has the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmissible to patients have a duty to contact Occupational Health.

Children's Rights

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the United Nations Convention on the Rights of the Child.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the Trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be done online, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1984.

Serious Incidents

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy

Equal Opportunities

The post holder must at all times carry-out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Smoking Policy

It is the policy of the Trust to promote health. Smoking therefore, is actively discouraged and is prohibited in the majority of the Hospital, including offices. However, there are designated smoking areas on both sites.

Data Protection Act

All employees of The Oxford Radcliffe Hospitals NHS Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

The above will be reviewed on an annual basis, in consultation with the post holder. It is offered as a guide to the key responsibilities and duties, but does not preclude other issues that may arise between reviews of performance and review of the job description.