

JOB DESCRIPTION

POST: Staff Nurse

DEPARTMENT: Gynaecology

GRADE: Band 5

HOURS: 37.5

RESPONSIBLE TO: Team Leader

LIAISES WITH: Matron

RESPONSIBLE FOR: Direct patient care

WORKBASE: Reproductive Medicine

JOB PURPOSE

The post holder will assess, plan, evaluate and deliver all relevant aspects of patient care in a caring, compassionate and sensitive manner. Work closely with the multi-disciplinary team and contribute to the clinical governance process. Act as a mentor/preceptor to junior staff, with specific responsibility for pre-registration students.

The post holder will take delegated responsibility for the management of the clinical team and the maintenance of high standards of quality patient care on a shift basis.

MAIN DUTIES & RESPONSIBILITIES

Clinical:

- Take overall responsibility for the coordination and safe effective management of the ward/clinical area on a shift-by-shift basis as delegated by the Ward Manager/Senior Sister/Charge Nurse.
- Undertake comprehensive health care needs assessment of patients, reassessing as appropriate.
- Collaborate with other health care professionals in the delivery of high standards of effective health care.
- Contribute to the delivery of care, by ensuring individual programmes of care are assessed, implemented and evaluated.
- Ensure that patient / ward information is communicated to the appropriate professional(s) of the multidisciplinary team.
- Practice in accordance with the NMC Code of Conduct and the Trust's policy in order that a safe and quality service is provided.
- Facilitate and encourage patients, carers and relatives to take an active role in care given and where appropriate develop plans that enable patients and carers to be independent as far as reasonable possible.
- Communicate effectively with dignity and respect to all patients, relatives, staff and others.

- Work towards the achievement of the shared objectives of the multidisciplinary team by collaboration to ensure that best practice is achieved utilising both clinical bench marking and Evidence Based Practice to achieve this.
- Undertake practice sensitive to the individualised needs of all patients,
- Administration of Medicines and treatments in line with NMC & Trust Policy
- Participate in the implementation and delivery of the standards set within the Trust Nursing and Midwifery Strategy.
- Handle patient's property and valuables in line with Trust policy.
- Promote self-care and health education in the clinical ward/department.
- Be actively involved in all aspects of admission and discharge process, engaging with other agencies and community teams to ensure a safe individualised approach.
- Undertake clinical skills, to improve the patient experience and journey (i.e. venepuncture, cannulation, etc)
- Be competent in the correct use of all equipment used in the clinical setting in accordance with instructions and department procedures, reporting any faults as necessary.

Education and Development

- Demonstrate the mandatory competencies of the trust, attending all required mandatory updates.
- Act as a mentor/preceptor and a role model for all nursing and support staff encouraging a high level of motivation.
- Maintain own continuing professional development in accordance with CPD requirements and contribute to formulation of own objectives and personal development plan.
- In conjunction with the Senior Sister / Charge Nurse and contribute to the delivery of orientation programmes and induction for new staff and students.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice in an attempt to continually improve.
- Promote awareness of current developments in the specialty and seek opportunities to further own knowledge and that of others.
- Provide educational and supportive opportunities to pre-registration nursing students and trainee nursing associates to ensure placements satisfy all requirements of their learning agreements.

Research & Development

- Demonstrate awareness of research process and resources available.
- Ensure an up-to-date knowledge of current evidence based practice.
- Implement research findings in collaboration with the MDT where appropriate, to ensure quality of service and effective practice.
- Promote an evidence based culture through pathways and protocols of care utilising an interdisciplinary approach.

Professional:

- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Act as a professional role model, providing visible leadership to the nursing team and encouraging all staff to lead by example in their individual roles.
- Apply trusts policies, guidelines and protocols to practice and behaviour both for self and other staff.
- Actively participate in and attend ward/unit meetings taking part in quality improvement processes, eg. Link nurse roles.

Leadership

- Contribute to the Clinical Governance processes, within the ward/department.

- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement.
- Deal personally with patients, relatives or visitors who make a complaint in line with trust policy taking all appropriate steps to resolve any issues raised.
- Be aware of and participate in Clinical Audit as required, supporting any recommended changes in practice as a result of the findings

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control policies. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

HEALTH AND SAFETY

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Date last edited/ reviewed: 24.01.2018