



## Job Description HR13b (Employee)

### POST DETAILS

Job Title:	Staff Nurse	Band:	5
Main Location:	As advertised	Salary:	As Advertised
Reports to:	Ward Manager	Accountable to:	Matron
Working Pattern:	As advertised	Job Type:	As advertised
Date: May 2017			

### KEY PURPOSE/SUMMARY

To assess, plan, implement and evaluate individualised patient care in the most efficient and clinically effective way whilst maintaining the patient's privacy and dignity. To provide advice and support to junior staff in the delivery of high quality care and actively support the Ward Manager in the management of the health care environment.

### ORGANISATIONAL CHART/STRUCTURE





## KEY DUTIES TASKS AND RESPONSIBILITIES

- To support the Ward manager in the day to day operational management, taking on agreed tasks. For example day to day co-ordination of health care assistants, link for specific key developments, appraisals for health care assistants.
- Be responsible for the assessment, implementation of treatment and the development of programmes of care for designated patients and provide feedback / escalate discussion regarding meeting patient need through supervision/monitoring processes.
- Work in close liaison with the Ward Sister to take responsibility as a named nurse for patients within the ward.
- In the absence of the Ward sister or Ward Manager be delegated responsibility for management, to ensure a continuity of care in accordance with the care programme, seek support from other specialist practitioners/operational managers as required.
- Identify need, order equipment and provide advice, support and demonstration to the patient/carer on the use of the equipment to ensure a personal duty of care and compliance with health and safety policies. To monitor and report to senior nurse effectiveness of equipment and aids used on the ward to enable care packages to be delivered.
- Maintain and record accurate health records in patients' health care settings in line with Caldicott and Trust Policies and Procedures and communicate verbal information to relevant multi-disciplinary team members.
- Manage the placement of pre-registration nurse students and contribute to the learning environment for observers from other health disciplines and to new staff induction to provide a supportive workplace and a culture of continuous learning and evidence based practice.
- To be involved in the education and training of junior staff and other staff employed within the care settings.
- Contribute to the completion of clinical audits e.g. pressure ulcers, falls, documentation, safety thermometer.
- Contribute to Public Health and Health Promotion initiatives and under the direction of the senior nurse provide information to support well-being and independence for patients/relatives and carers.
- To participate in clinical supervision/reflective practice and continuous learning in order to maintain and improve knowledge and skills and to share good practice with colleagues.
- Participate in routine screening for chronic disease management and record results for monitoring purposes to ensure compliance with the National Service Frameworks.
- Attend all operational meetings including team meetings.
- Develop, evaluate and share good working practice.
- Undertake training relevant to the Nursing service which has been agreed and identified via the appraisal process.
- Act as a champion for designate service area as required. Have an awareness of what is influencing nursing services locally and nationally.

### Patient Care

- To provide nursing care to individuals making use of current evidence to inform the delivery and promote the development of clinically effective care.
- In collaboration with the Ward Manager or Nursing Sister co-ordinate the assessment, planning implementation and evaluation of care programmes which reflect the individual needs of patients and carers.
- Maintain confidentiality at all times

### Strategy and Service Development



### **Financial Resources/Management**

Have an awareness of resource management

### **Information Resources/Information Systems**

### **Autonomy/Scope within Role**

- Is required to work within clearly defined occupational policies, protocols, procedures and NMC codes of conduct. To acknowledge their limitations of competence.
- Work is managed rather than supervised.
- To have initiative to respond to and seek advice in challenging unpredictable situations/behaviours within the caring environments

## **KEY RELATIONSHIPS**

*The post holder will demonstrate professional, well established and effective communication skills, both within and external to the organisation.*

### **Key Working Relationships Internal:**

To ensure effective liaison and advocacy with individual patients, communities and all relevant agencies both statutory and voluntary.

Work in partnership with all multi-disciplinary agencies and colleagues to ensure the delivery of high quality holistic individual patient care.

Such as:

General Manager

Integrated Community Manager

Human Resource

Community Nursing Sister – Case Management, delegation and planning

Community Nursing Team – Delegation to junior staff

Therapy Services – Liaison and joint working

### **Key Working Relationships External:**

Shared Business Services

GPs and Surgery Staff including Clinic and Reception – Liaison and reporting

Intermediate Care Service – Liaison and joint working

Medequip and Continence Service – Ordering of supplies

Social Services – multi-agency working

Residential and nursing homes – Liaison and joint working

Voluntary Sector - Liaison

Patients and Families/Carers – Health care services and information giving



## KEY VALUES: WORKING THE DCHS WAY

### Our Vision

“To be the best provider of local health care and be a great place to work”

### Our Values

- To get the basics right
- To act with compassion and respect
- To make a difference
- To value and develop teamwork
- To value everyone's contribution: “everyone matters”

## HEALTH & SAFETY

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

## EFFORT REQUIRED WITHIN THE ROLE AND WORKING ENVIRONMENT

*The post holder will be expected to perform a degree of effort within the context of the role capturing elements of physical, mental and emotional demands.*

### Physical

Frequent requirement to kneel, bend, stoop and lift limbs to undertake nursing duties.

Occasional requirement to move patient with equipment

Regular dexterity and accuracy required for IV injections, syringe pumps, infusions, catheters, removal of sutures and clips.



### **Emotional**

Frequent care of the terminally ill/chronically sick or disabled patients.  
Occasional abusive situations  
Occasional need to counsel patients and relatives/carers  
Regular contact with patients and families in distressing circumstances

### **Mental**

Regular concentration when carrying out nursing procedures  
Regular concentration to undertake injection procedures  
Regular concentration recording and checking of information.  
Regular calculations of drug dosages for infusions and injections.  
Regular interruptions and demands in the absence of the nurse in charge

### **Working Environment**

Regular contact with body fluids  
Occasional aggressive behaviour of patients, clients, relatives and carers.

## **JOB DESCRIPTION AGREEMENT:**

**Job Holder's Name and Signature:**

**Date:**

**Line Manager's Name and Signature:**

**Date:**



## PERSON SPECIFICATION

*Is the criteria essential or desirable and how will it be assessed*

### Criteria

Essential / Desirable

Assessment

#### Education, Qualifications and Training

RGN  
Evidence of recent training  
Leg Ulcer Management (N18)  
Continence Care  
Palliative Care  
Diabetes Infection  
Control Tissue  
Viability Management  
Student Mentorship

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#### Experience and Knowledge Required

Awareness and understanding of the Public Health Agenda  
Evidence of research based/reflective practice  
Knowledge of local and national priorities.  
Long Term Conditions

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#### Skills and Attributes

Excellent communication and interpersonal skills  
Written and recording skills  
Ability to assess, plan and implement care  
Ability to supervise junior nursing staff  
IT Skills  
Able to work weekend and bank holidays.

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#### Aptitude and Personal Qualities

Good team member  
Innovation  
Flexible approach to working practice  
Able to use own initiative  
Work autonomously

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#### Values, Drivers and Motivators

E = Essential D = Desirable A = Application I = Interview T = Test C = Certificate R = Reference