



JOB DETAILS:

Job Title	Staff Nurse (Dermatology)
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5 hours per week
Division/Directorate	Medical
Department	Dermatology
Base	Princess of Wales

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Nurse in Charge
Reports to: Name Line Manager	Alison Barnard
Professionally Responsible to:	Senior Nurse



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

CAJE Reference RYL/2021/0126 (01.06.2021)
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The post holder must be a registered and possess NMC registration.

To be responsible for the assessment of care needs, the development of care plans, the implementation and evaluation of these care plans.

To carry out all relevant forms of care without direct supervision and may be required to demonstrate procedures to and supervise qualified/unqualified staff.

May be expected to take charge of a Unit in the absence of the person with continuing responsibility, but not rostered regularly in charge.

To develop professional/working relationships with colleagues and other members of the multi-disciplinary team.

To provide and receive information which requires tact or persuasive skills and develop a rapport with patients, relatives and carers.

To demonstrate an understanding of the Health Board's Mission Statement and adapt the key principles in providing a quality service.

To supervise junior staff and be able to teach qualified and unqualified staff, including basis and or post registration duties.

DUTIES/RESPONSIBILITIES:

Adhere to the NMC Code of Professional Conduct (2002) and Midwives Rules and Code of Practice (1998).

Adhere to the principles of Clinical Governance including teamwork, communication, leadership, systems awareness and ownership to enable the organisation to provide the highest quality patient care.

Comply with Bro Morgannwg University Health board, Nursing and Midwifery Strategy and Clinical Policies; Corporate and Operational Policies and Procedures and Legislation and Strategy requirements e.g. Health and Safety.

The responsibility for the delivery of patient care using systematic assessment criteria without direct supervision.

Undertake a comprehensive nursing assessment of each patient within own sphere of responsibility. Formulate, deliver and evaluate care plans designed to meet the specific individual needs of each of these patients as aligned with the Fundamentals of Care (Welsh Assembly Government 2003).

Communicate effectively with all disciplines involved in planning of patient care.

Deliver the nursing care to meet the needs of patients, as prescribed in care plans.

Supervise, assist and instruct junior staff (both qualified and unqualified) in the provision of nursing care to all patients within the clinical area on a daily basis.

Demonstrate through clinical practice awareness and application of research into current practices. Participate as directed in audit and research projects, with support and supervision of the Senior Nurse on duty.

Maintain personal contact with patients, relatives and carers by using empathic and reassurance skills, promoting effective communication regarding treatment, ensuring that the Health Board Consent Policy is adhered to.

Ensure correct care and use of equipment, NHS property and patients property and valuables in accordance with the agreed procedures, reporting suspicious of fraud or misuse to the line manager.

Report accidents/untoward occurrences and complaints to the Senior Nurse on duty, as soon as possible. Promptly report concerns and clinical risks, either verbally or using the Health Board risk reporting mechanisms.

Observe confidentiality of information and maintain comprehensive, contemporaneous records in line with policies and guidance such as NMC Guidelines for records and record keeping (2002). Provide and receive reports to and from nursing staff in written and

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verbal format and where appropriate using Information Technology.

Discuss with patients as part of the care plan, health promotion and lifestyle changes to improve health and quality of life.

Monitor and order adequate stocks of drugs, medicines and equipment in line with the ward policy.

Administration of medicines, e.g. in line with NMC Guidance and Health Board Policy.

Take responsibility for personal development and education, including statutory, mandatory and in-service training.

Actively seek opportunities to continually develop oneself consistent with the principles of lifelong learning and in line with the professional bodies' Continuous Professional Development requirement.

Update personal knowledge of relevant National Service Frameworks, NICE guidance and the Professional Nursing issues/agenda.

Demonstrate practical skills to new and junior members of staff and achieve and maintain clinical competence.

Assist Sisters/Charge Nurses in the assessment and compilation of recording of progress of Nurses and learners. Work toward becoming a mentor for learners by sharing knowledge and skill with learners, and maintaining awareness of the curriculum for nursing students.

Identify opportunities to utilise information technology in the provision of patient care and services.

Possess a range of clinical skills including venepuncture.

Keep accurate a concise patient records.

Performance Reviews/Performance Obligation: You will be expected to participate in the Health Board's individual performance review process to ensure continued professional development.

Job Limitations: At no time should you work outside your defined level of competence. If you have concerns regarding this, you should immediately discuss them with your Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

Confidentiality: In line with the Data Protection Act 1998 and the Caldicott guidelines, you will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. You may access information only

on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

Health & Safety: You are required to co-operate with the Health Board to ensure health and safety duties and requirements are complied with. It is your personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

Risk Management: The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. You will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

Job Description: This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the you in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

For Clinical Staff Only: All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HPC etc. It is your responsibility to ensure that they are both familiar with and adhere to these requirements.

All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

NMC Code of Professional Conduct (2002).

Fundamentals of Care (Welsh Assembly Government, 2003).

NMC Guidelines for Records and Record Keeping (2002).

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post. Neath Port Talbot Locality

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Current NMC Registration on relevant part of register Diploma or Degree in Nursing or equivalent Evidence of revalidation		Application form
Experience	Assessment of care and care planning Practical skills in patient care Experience of Dermatology Nursing, wound care and minor surgery. Experience of Phototherapy or willingness to undertake competency based training.		Application form and interview
Aptitude and Abilities Skills	Good communication skills both oral and written Understanding of the principles of multi-disciplinary team working Basic understanding of I.T Awareness of the importance of confidentiality.	The ability to speak or learn Welsh to a satisfactory level	Application and Interview
Personal Qualities	Enthusiastic, motivated and dynamic Ability to express empathy and build rapport Recognition of the importance of caring for the patient holistically		Application Form Interview References
Circumstances	Flexible approach to needs of the service Ability to travel throughout Health Board in a timely manner.		Application form and interview
Other	Satisfactory DBS check.		

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder

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should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

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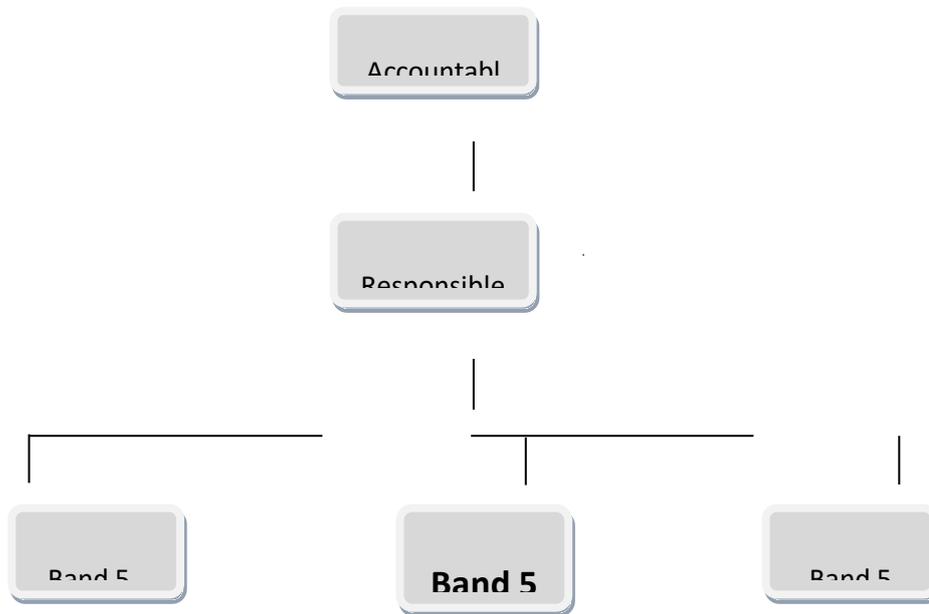
Job Title Band 5 Staff Nurse

APPENDIX 1

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Will be required to move patients using the appropriate equipment.	Daily	Varies	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Will be required to concentrate when undertaking clinical duties.	Daily	Most of shift	
Will be required to respond to emergency situations	As and when	Varies	

Emotional Effort

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This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Will encounter distressing and emotional conditions when providing care to patient and relaying unwelcome news.	Daily	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

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Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Will be exposed to blood and bodily fluids on a regular basis.	Daily	Varies	