

**Maidstone and Tunbridge Wells NHS Trust  
Job Description**

<b>Job Title:</b>	<b>Staff Nurse</b>
<b>Band:</b>	<b>Band 5/6</b>
<b>Directorate:</b>	<b>Cancer &amp; Haematology</b>
<b>Site:</b>	<b>Maidstone and Tunbridge Wells Hospitals</b>
<b>Hours:</b>	<b>Part Time 30 hours per week</b>
<b>Reports to:</b>	<b>Ward Manager</b>
<b>Accountable to:</b>	<b>Matron</b>

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**Job Summary:**

To work according to the NMC Code, Professional Standards of practice and behaviour for nurses and midwives and take responsibility for:

- The assessment of care and health education needs;
- The development, implementation and evaluation of programmes of care including discharge planning for each patient.

The post holder should be competent in carrying out relevant care without direct supervision.

**Working relationships:**

- **Ward Manager**
- **Sister**
- **Staff Nurses**
- **Clinical Support Workers**
- **Multidisciplinary Team**
- **Patients**
- **Relatives**

**Budget Responsibilities:** There is no budgetary responsibility but the post holder is expected to use all resources cost effectively.

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**Key Result Areas:**

- Ensure the provision of a high standard of care to all service users.
- To work within the framework of the NMC Code at all times.
- To act as a role model for junior staff.
- To maintain own professional practice and have knowledge of new developments and concepts.
- To be aware of relevant nursing research and promote and participate in research initiatives.
- Ensure adherence to policies, guidelines and directives at all times.
- To be guided by NMC Standards e.g. Standards for Medicines Management
- To work within the concept of the multidisciplinary team.
- Ensure complete and accurate documentation of all clinical care provided in the department.
- To be responsible for the assessment, planning, delivery and evaluation of individualised patient care, working in partnership with patients, their carer's and the multi-disciplinary team to ensure the patients physical, spiritual and emotional needs are met.
- Recognise changes in patients' conditions which may require the intervention of others and ensure that timely referrals are made or escalation procedures are enacted as appropriate
- Ensure patient safety is maintained at all times. Record and report adverse and potentially adverse events

- Support patients to adopt health promotion strategies that encourage them to live healthy and apply principles of self-care, utilising evidence based electronic and other information resources as appropriate

## **Professional**

- Act at all times in a professional manner that promotes a positive image of the Trust and upholds its core values.
- Practise in accordance with the NMC Code, other appropriate NMC standards, , Trust policies, procedures and guidelines.
- Ensure that high standards of nursing care are given and maintained and act when standards are not being maintained.
- Act as an advocate for your patients, ensuring that any barriers to the patient's opinions and wishes being heard are challenged, whilst maintaining patient's dignity
- Maintain clear, accurate and contemporaneous records in line with current NMC standards.
- Raise any concerns regarding standards and quality of care, patient safety or any lapses in professional conduct to the Ward/Department Manager, in line with local and NMC standards
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## **Educational**

- Participate in relevant induction programmes for new staff.
- To participate in educational programmes for own professional development, including mandatory and statutory training.
- To participate in on-going teaching programmes and staff development.
- To encourage all staff to maintain their own professional practice and keep abreast of current developments and research.

- To liaise with managers to ensure that educational needs are met.
- Ensure compliance with all local, regional and national policies and procedures.
- Act as a positive role model to others that creates a learning environment to support the development of junior staff, pre-registration nurses and clinical support workers knowledge, skills and competence.
- Act as a preceptor, mentor or assessor to junior nurses, students and HCAs as appropriate and if suitably qualified to do so.
- Take ownership of own annual appraisal, working with appraiser to ensure one is undertaken at least annually, and take responsibility for learning and development activities identified as a result of appraisal and in your Personal Development Plan (PDP).

## **Managerial**

- Ensure that agreed standards of practice are maintained and monitored.
- Ensure compliance and participate with clinical audits where appropriate.
- Assess workloads and be aware of changing situations, taking appropriate action where necessary.
- Complete reports and records as required by managers e.g. incidents/accidents.
- Deal with complaints in accordance with local and Trust policy.
- Maintain effective communication with all service users and the multidisciplinary team.
- Attend meetings as required.
- Liaise with outside agencies as appropriate.
- To be aware of and utilise Information Technology initiatives.
- To maintain adequate supplies, provisions and equipment in the department, ensuring that all areas are in good working order at all times in accordance with Health and Safety regulations.

- Work as an effective and responsible team member supporting others by demonstrating good practice including utilising mechanisms to develop and implement new ways of working.
- Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
- Be responsible for patient care activities conducted by other members of staff under your supervision, including Clinical Support Workers and student nurses.
- Adhere to systems that facilitate the appropriate admission, safe transfer and safe and timely discharge of patients, and support the delivery of the Estimated Date of Discharge
- Participate in team activities that create opportunities to improve patient care, working with ward/department management to effect change.
- Promote a professional and happy working environment conducive to high patient and staff morale.
- Promote and maintain a safe environment for staff and patients, ensuring high standards of cleanliness and tidiness are maintained and that work practices conform to health, safety and security legislation, policies, procedures and guidelines

## **Quality**

- Ensure a welcoming, caring and safe environment is provided for the patient and their family/carers/visitors.
- Deliver care based on current evidence, best practice and validated research when available.
- Maintain own awareness of the local, national and professional quality issues relevant to the delivery of nursing services.
- Participate in the evaluation of care delivery through self and peer review, patient and carer feedback, audit and research, benchmarking and formal evaluation. Implement necessary changes to improve patients' care and experience.
- Contribute to continuous improvement activities, making suggestions and recommendations for advancement of quality.

## **Communication**

- Communicate sensitively, confidentially and with empathy to meet the wide-ranging physical and emotional needs of patients and their carer's and families.
- Using a range of communication tools, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs and overcoming any barriers to communication.
- Provide good counselling and advocacy skills to support staff, patients and carers.

- Develop and maintain communication with people about difficult matters or difficult situations.
- Provide accurate, timely and relevant patient progress and handover information using both written and electronic systems.
- Ensure effective communication is initiated and maintained between all members of the multi-disciplinary team.
- Attend and actively participate in ward/department meetings.
- Maintain confidentiality at all times, as required by legislation and Trust policy.

### **Managing Resources**

- Ensure that all resources are used effectively, with the minimum of waste, making recommendations where it is evident that appropriate changes may improve efficiency.
- Ensure technical, clinical and non-clinical equipment is maintained, cleaned and stored correctly and that any faults and defects are reported promptly.
- Adhere to systems for the tracking and location of medical assets and ensure that any losses are reported in accordance with Trust policy.
- Contribute to the effective and economic use of resources e.g. local recycling schemes.

### **Managing Information**

- Ensure accurate and timely data entry to contribute to the provision and analysis of information to improve patient care.
- Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.
- Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.
- Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.
- Facilitate patients' access to records, adhering to policy, legislation, best practice and professional guidance.

### **Risk Management**

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Undertake mandatory and statutory training.

- Carry out risk assessments in relation to manual handling and implement appropriate actions, including the use of taught mechanical and non-mechanical handling aids, to minimise risk to staff and patients.
- Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.
- The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc and should be conversant with infection control policies relating to such exposure.
- The post holder may on occasion be exposed to verbal or physical abuse and should be fully conversant with the Trust's policy for dealing with these situations.

### **Decisions, Judgement and Freedom to Act**

- Working within defined policies, procedures and professional standards. Working without direct supervision, seeking further advice for guidance on actions that are outside agreed defined standards.

### **Health & Safety**

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **Personal**

- Advise manager of any problems that affect the standard of care or safety to those in the department, or any other problems which affect the efficient management of the department.

### **INFECTION CONTROL AND HAND HYGEINE**

All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection

Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

## **Information Governance**

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## **Safeguarding Children and Adults at Risk of Abuse**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of



Information no matter how small is of prime importance in safeguarding children, young people and adults at risk of abuse.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

### **Job Description Agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone & Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy.
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to

attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust.
12. All staff are required to fully comply with the NHS Code of Conduct.
13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
- 15 All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust  
Staff Nurse  
Person Specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First level registered nurse registered with Nursing and Midwifery Council</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further education since qualification</li> <li>• Evidence of ongoing CPD</li> <li>• Mentorship/ Practice assessor</li> <li>• Advance Life Support provider</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse.</li> <li>• Understanding of equality and diversity and how to apply it to self.</li> <li>• Understanding of NMC Code and requirements of it for own practice and behaviour</li> <li>• Insight and understanding of current issues in nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at Band 5 in an acute setting</li> <li>• Proficient clinician and clinical role model</li> <li>• Understanding of audit and benchmarking processes</li> <li>• Use of Electronic documentation/ EP</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to assess plan, implement and evaluate specialist care delivered to patients / clients and give relevant advice / information to patients and relatives</li> <li>• Ability to administer prescribed medication including transfusion of blood and administration of blood products</li> <li>• Good communication skills and ability to deal with</li> </ul>	<ul style="list-style-type: none"> <li>• CVAD Competent</li> <li>• IT/Keyboard skills</li> <li>• PICC placement</li> <li>• SACT competent</li> <li>• Commitment to teaching others</li> </ul>

	<p>sensitive information. To include dealing with distressed relatives, care of terminally ill and other challenging situations</p> <ul style="list-style-type: none"> <li>• Is able to manage team and individual performance</li> <li>• Cannulation and venepuncture</li> <li>• IV administration competent</li> <li>• Good interpersonal skills</li> <li>• Good communication skills</li> <li>• Evident commitment to high standards of patient-centred care</li> <li>• Adaptable and flexible</li> <li>• Effective organisational skills</li> <li>• Ability to reflect on practice, accept criticism and act constructively</li> <li>• Understanding of own accountability, responsible and reliable</li> <li>• Utilises a problem-solving approach to work</li> <li>• Demonstrates effective nursing practice in all basic registered nurse procedures.</li> <li>• Able to prioritise own workload and that of others as appropriate.</li> <li>• Able to work under own initiative within boundaries of role.</li> <li>• Demonstrates awareness of importance of working as part of a team.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Demonstrates awareness of research-based practice.</li> <li>• Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed.</li> <li>• Able to document observations, results, decisions and actions etc. effectively in-patient health records and communicate these effectively to appropriate members of the multidisciplinary team.</li> <li>• Motivated, and able to articulate reasons for desire, to work in this clinical area.</li> <li>• Able to supervise clinical support workers and students effectively when required.</li> <li>• Good written and non-verbal skills</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Professional role model</li> <li>• Ability to work well in a team</li> <li>• Ability to work under pressure</li> <li>• Motivated and the ability to motivate others</li> <li>• Desire for knowledge and awareness of own limitations</li> <li>• Ability to be role model/team leader</li> <li>• Compassionate and empathetic</li> </ul>	

<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake internal rotation – shift patterns</li> <li>• Demonstrates awareness of audit and quality issues and able to apply this.</li> <li>• Willing to work in clinical areas Trust-wide as and when required</li> </ul>	
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