

Job Description

| Position: | |
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| Division: | Surgery |
| Responsible to: | Ward Manager |
| Responsible for: | Nursing Assistant |
| Reports to: | Ward Manager |
| Salary: | Band 5 |
| Band: | Band 5 |
| Location: | East Surrey Hospital |
| Hours of work: | As per contract |
| Disclosure required: | Yes |

Job purpose

To support and assist in the delivery of professional nursing care to patients ensuring the highest possible standards of care are received by patients and their carers while on the ward.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

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| Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour. | One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth. |
| Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care. | Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care. |

Our objectives

1. **Safe** – Deliver standardised, safe, high quality care, which pursues perfection and puts SASH in the top 25% performers nationally.
2. **Effective** – As a teaching hospital, deliver effective and sustainable clinical care, which focus on outcomes, innovation and technology.
3. **Caring** – Develop the compassionate care we provide in partnership with patients, staff, families, carers and community services.
4. **Responsive** – Be the hospital of choice for our local people delivering services in response to the needs of our population.
5. **Well led** – Be a high quality employer that focuses on staff health and wellbeing and delivers patient-centred, clinically-led, efficient services.

Key working relationships

Matrons, Ward Manager, Ward Staff, Interdisciplinary teams, Patients, Carers

Main duties and key responsibilities

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| Communication and relationships |
| (a) On behalf of the Ward Manager, liaises with members of the multidisciplinary team both within the department and beyond, to ensure care is delivered to the patient both effectively and efficiently. |
| (b) Updates relevant staff on the clinical condition of patients and maintains accurate nursing records for patients on the ward. |
| (c) Maintains effective communications between patients, their relatives and the multi-professional team both within the department and beyond, to avoid problems caused by poor communication. |
| (d) Provides written as well as verbal advice to patients discharged home from the ward. |
| (e) Acts as an ambassador/role model for the organisation and the Nursing Profession. |
| Knowledge, training and experience |
| (a) Provides clinical advice as required. |
| (b) Is aware of National and local policies and initiatives which impact on patient and nursing care eg. the Trust's Clinical Governance and Nursing Strategies, for example Essence of Care, and is able to demonstrate their application in the ward/department. |
| (c) Knows how to access Trust policies and procedures. |
| Analysis, planning and organising |
| (a) Initiates emergency treatment where necessary and ensures that all staff are aware of |

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| emergency procedures to follow. |
| (b) Assists in the assessment, planning, delivery and evaluation of care of patients admitted to the ward in accordance with Trust and departmental protocols. |
| (c) With due regard to Risk Management policies and procedures, participates in maintaining a safe environment for patients, relatives, carers and staff. |
| Responsibility |
| (a) May be responsible for leading and co-ordinating shifts. |
| (b) Supports the Ward Manager in ensuring the maintenance of high standards of nursing care. |
| (c) Ensures that all medical and emergency equipment is kept in a safe condition and is ready for use when required. Undertakes appropriate training on all equipment/instrumentation used in the department. |
| (d) Helps identify training needs of other staff and communicates this information to the Ward Manager as part of the appraisal process. |
| (e) Collects information as required. |
| (f) Participates in Nursing and Clinical Audit on the ward. |
| (g) Encourages evidence based, innovative practice in the delivery of nursing care and supports the implementation of changes identified to improve care. |
| (h) Supports the application of local standards, policies and philosophies which further the philosophy of patient centred, individual and evidence based care for all patients. |
| (i) Participates in the performance development review process. |
| Physical/mental/emotional effort |
| (a) Following appropriate preparation, act as an associate mentor to pre-registration students. |
| (b) Has a responsibility in ensuring the privacy, dignity and confidentiality of patients, relatives and colleagues is respected at all times. |
| (c) Is involved in the communication of sensitive/difficult information and subsequent support of patients, relatives and carers as appropriate. |
| Freedom to act |
| (a) Practices in line with NMC Code of Professional Conduct at all times. |
| (b) Ensures own professional/educational/training needs are identified and maintains own mandatory and professional updating in order to maintain clinical and professional credibility. Keeps professional portfolio up to date. |
| (c) Will act as a link nurse for a particular area of practice and feedback information/developments to colleagues to ensure a consistent evidence based approach to care and practice across the organisation. |
| Working conditions |
| (a) Ensures that the ward/department is clean by making regular checks as appropriate to maintain a high standard and reports findings to senior staff. |

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| Management function |
| (a) Liaises with all members of the multidisciplinary team to ensure effective communications are maintained within the department. |
| (b) Attends staff meetings, including team briefings and reads professional/managerial information as required. |
| (c) Orientates new staff to the ward. |
| (d) Is aware of legislation and responsibilities under the Health & Safety at Work Act. Is aware of and follows policies and procedures with regard to patients, themselves, other members of staff, equipment and the general public. |
| (e) Assists in the investigation of complaints as required. |
| (f) Represents team at professional meetings as requested and feeds back information appropriately. |
| (g) Supports the education and development of all staff including students. Takes part in education and training programmes appropriately and feeds back knowledge gained. |
| (h) Is Customer Aware and deals at all times appropriately ie. Professionally and politely with all 'customers' whether patients, their relatives, carers, other members of staff or the general public. |
| (i) Liaises with senior/managerial staff to bring to their attention any problems identified. |
| (j) Promotes the principles of Improving Working Lives amongst team ensuring fairness and equity. |

Key attitudes and behaviours

Is customer aware and deals at all times appropriately ie politely to all "customers" whether patients, their relatives, carers other members of staff or the general public.

Has a responsibility in ensuring the privacy, dignity and confidentiality of patients, relatives and colleagues is respected at all times.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the medical director's office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

| Essential | Desirable | Evidenced by |
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| Qualifications | | |
| Completed and obtained RN and has current live PIN on NMC register | | Application and certificate |
| Experience | | |
| Evidence of excellent inter-personal skills | 6 months experience in an acute care setting | interview |
| Knowledge, Skills and Competencies | | |
| Evidence of under-standing and insight into current issues in nursing and NHS | Evidence of self-development | Application Interview certificate |
| Evidence of appropriate knowledge base | Knowledge of Clinical Governance | |
| Is aware of responsibility in relation to NMC Professional Code of Conduct | | |
| Good communication skills | | |
| Good written and spoken English | | |
| IT literate | | |
| Medicines administration | | |
| Behaviours and Values | | |
| Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per NMC requirements Willing to accept additional responsibilities as delegated by senior staff Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality | | Application and Interview |

