



PERSON SPECIFICATION
DEPUTY CLINICAL SITE NURSE PRACTITIONER (Band 6)

Factor	Essential	Essential/ Desirable
Attitude, Behaviour and Values	Acts in accordance with the Trust's Values and Behaviours Matrix	Essential
	Seeks out and takes opportunities for improving the service offered.	
	Flexible in attitudes and behaviours to support team working and delivery of objectives.	
	Respects, values, and cares for others	
	Supports learning and development of self and others.	
	Supports and promotes equality and diversity and inclusion.	
	Honest, reliable, and trustworthy	
Qualifications and Further Training	Educated to degree level, or equivalent, in a health-related area of practice or equivalent knowledge, skills and competency gained through substantial experience in a shift leader position.	Essential
	NMC Registered Adult Nurse	
	Practice Supervisor/Practice Assessor	
	Current Immediate Life Support qualification	Desirable
	Current Advanced Life Support qualification or willingness to undertake	
	Current Health Assessment course or willingness to undertake.	
Experience	Significant post registration experience, working in an acute setting.	Essential
	Management experience – management of people and dealing with emergency / untoward incidents	
	Evidence of working successfully with the multidisciplinary team	
	Experience and evidence of developing nursing practice within the clinical setting	
	Demonstrable experience as Shift Leader	Desirable
	Previous experience in High Dependency Areas ie. ITU, CCU, A&E	
	Previous experience of capacity and site management	
	Experience and evidence of developing nursing practice within the clinical setting.	
	Experience in initiating innovation in clinical practice	
Knowledge	NMC Code of Conduct	Desirable
	NMC Record Keeping Guidance	
	NHS Constitution	
	Trust vision and values, strategic objectives and key work programmes.	
Skills	Demonstrate, in relation to people who use Trust and other related services.	Essential
	Knowledge & awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights.	
	Communicate effectively with them and with other staff to ensure that their care, treatment and support are not compromised.	



Factor	Essential	Essential/ Desirable
	Good understanding of their communication, physical & emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence.	
	Leadership and change management	
	People management skills including, motivation of staff, coaching skills, decision making skills and influencing	
	Advanced clinical skills -including patient assessment; clinical decision making, life support.	
	Cannulation & Venepuncture and Blood Products Administration	
	Management of PICC Lines & Hickman Lines, male catheterisation and ECG interpretation	
	Demonstrate successful change management which has enhanced/improved patient care	
	Good communication skills, verbal and written and Good negotiation skills	
	IT Skills – experience with EPR systems (Cerner, EPIC), Microsoft Office applications	
	Management of NIV/ High Flow Oxygen equipment (Airvo)	
	Arterial Blood Gas Competency	
Patient Group Directions Competency		
Other requirements	Able to work independently or as part of a team	Desirable
	Able to work well under pressure	
	Forward thinker and self-motivated	
	Able to work on own initiative	



Our Values and Behaviour

The Values Based Behaviours below describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal, performance, conduct, and development.

Patients First

	Exemplary	Essential	Unacceptable
Care	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you walk past is the standard you accept
Compassion	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
Communication	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
Humility	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to your patients

Personal Responsibility

	Exemplary	Essential	Unacceptable
Commitment	Equipping ourselves with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
Self-awareness	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
Open-mindedness	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
Courage	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

Passion for Excellence

	Exemplary	Essential	Unacceptable
Positivity	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
Insight	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
Initiative	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
innovation	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo

Pride in Our Team

	Exemplary	Essential	Unacceptable
Constructiveness	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
Selflessness	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
Collaboration	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge and skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
Integrity	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



WORKING FOR THE TRUST - GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

- 1. All staff should be familiar all trust employment policies can be accessed internally through the Trust Intranet site or externally through the trust website.**
- 2. Communication and confidentiality (information governance)**

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy.
- b) establish any help people require and act on this appropriately.
- c) ensure confidentiality at all times.

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy and Information Governance Policy on the Trust intranet.

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy available on the Trust Intranet.

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies available on the Trustnet intranet.

3. Development, modernisation, and change

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

4. Equality, inclusion, diversity, and rights

All staff have a duty promote people's equality, diversity, and rights, and treat others with respect and dignity and to:



- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share.

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site.

5. Monitoring and maintaining good health and safety

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols, and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on Trustnet. A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

6. Mandatory training

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

7. NHS constitution

The NHS commits:



- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being, and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- You have a duty to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- You have a duty to act in accordance with the express and implied terms of your contract of employment.
- You have a duty not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- You have a duty to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- You have a duty to be honest and truthful in applying for a job and in carrying out that job.

8. Quality and Risk management

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards, available on Trustnet.



It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures. The relevant policies are available on Trustnet.

- Risk & health & safety policies
- Patient care policies
- Fire policy
- Control of infection policies
- All other relevant policies

9. Whistleblowing (Freedom to Speak Up)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety, or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistleblowing Policy which you can access on Trustnet.

The Trust's policy on whistleblowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly, and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet.

10. Requirement for flexibility in an Emergency situation

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- a) Carry out additional and/or alternative duties to those contained in your job description; and/or



- b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided.

11. Safeguarding

All Trust employees have a responsibility to take appropriate action if they believe that a child or adult at risk (with care and support needs) is in need of services or in need of protection. Staff must be committed to safeguarding and promoting the welfare of children, young people and adults at risk, recognising that looked after children, patients with a learning disability or other cognitive impairment may not be able to keep themselves safe from harm or abuse. All staff will understand and adhere to the principles laid out in the Mental Capacity Act (MCA) as appropriate to their role within the Trust.

Everyone is responsible for accessing the relevant level of training for their role and for following the Trusts local Safeguarding procedures; completion of training and understanding of safeguarding arrangements should be discussed in annual appraisals and/or form part of re-validation requirements. The Trust works collaboratively with partner agencies in regard to safeguarding and staff must be aware of multi-agency partnership arrangements as relevant to their role; follow links to Surrey Adult multi-agency procedures & Surrey Children's Services for further information.

Information on Child Protection is available on the Trust website: [Safeguarding Children](#)
Information on the Abuse or Suspected Abuse of Adults is available on the Trust website: [Safeguarding Adults](#)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff who require a DBS will have been checked on joining the Trust and for staff who are part of the children's workforce they will have a three yearly repeat check.

12. Sustainability

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources

efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your



role involves purchasing / ordering supplies, you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

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