

JOB DESCRIPTION

**JOB DETAILS:**

Job Title:	Staff Nurse in Minor Injuries
Band:	Band 5
Directorate:	West Somerset Division
Department:	MIU
Base:	Bridgwater
Responsible for:	The staff nurse will be responsible for supporting the Emergency Nurse Practitioners in the assessment, management and discharge of patient's
Responsible to:	MIU Service Manager / Lead ENP

**Job Purpose:**

The post holder:-

- Will ensure the maintenance of clinical excellence within Somerset Foundation Trust. Minor Injuries Service and within the wider context Trust.
- Will assist Emergency Nurse Practitioners (ENP's) in assessing, planning and delivering direct patient care within the Minor Injury Unit.
- Will Manage the environment safely, ensure safe and effective practice at all times from all key clinical personnel working within that area.
- Will work with senior colleagues ensure the delivery of high calibre of evidence based patient care.
- Will be aware of and work to high standards of practice as a team member in support of senior colleagues and in line with departmental requirements and Department of Health Policy.
- To aid MIU Service Manager to manage all resources effectively and within budget parameters.
- To be aware of areas of clinical need and support and assist in changes practice as recommended by the MIU Service Manager.
- Perform triage in departments where triage is required within the service specification.

**Date of Job Description: October 2020**

## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

#### **KEY RELATIONSHIPS**

- Minor injury unit and Community assessment unit staff
- Hospital manager
- Matrons
- Patients
- Medical and Paramedical Staff
- Ward Staff
- Porterage
- Supplies
- Pharmacy
- X-Ray/radiologists
- Path Labs
- Physiotherapy and rehab services
- Domestic services
- SWAST
- Other agencies for discharge planning (eg. Intermediate care etc)
- Royal College of Nursing
- Polices Service
- Chaplaincy
- Other hospitals and acute Trust

Effectively communicate with other health care workers to provide a seamless client focused service.

Maintain effective communications within the multidisciplinary team and other departments to facilitate effective running of unit.

To communicate with relatives and visitors to the department on all aspects of care to ensure they are kept informed including information regarding serious illness, injury and bereavement with the support of the senior Practitioner on duty.

Multidisciplinary communication.

### **Planning and Organisation**

To be able to act effectively in situations of crisis to ensure safety of patients, visitors and staff. Such situations could include: fire, resuscitation and Major Incidents.

To have the ability to direct other staff appropriately in emergency situations to ensure they act effectively.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

Arrange appropriate treatment/follow up, and or refer on to specialist inpatient/outpatient management with direction and agreement from ENP's.



Initiate assessments to support the ENP in their full assessment for example – vital signs, 12 lead ECG's, Urinalysis/pregnancy testing, venepuncture, weighing of children, pain scoring, supplying medicines under agreed PGD's (analgesia), irrigation of eyes, recording visual acuity and falls and vulnerable adult assessments.

See and treat patients within the following categories without supervision from an ENP when competent with responsibility to highlight to the ENP any clinical concerns. (Redressings, post operative wound review, plaster checks, give prescribed medicines, e.g. Clexane, which is already prescribed on an approved MAR chart, venepuncture requests, emergency contraception, Chlamydia screening/treatment)

**The staff nurse must not see, treat diagnose or discharge except as described above.**

**The staff nurse must not accept referrals from outside agencies, provide phone advice or refer to specialties.**

Demonstrate gaining personal and professional skills pertinent to the social and clinical needs of diverse client groups, e.g. children, elderly and vulnerable adults, clients with mental health problems. These diverse client groups will present with a variety of conditions including acute medicine, gynecological, psychiatric and ophthalmic.

To be responsible, when appropriate, for the assessment of immediate care needs and to facilitate the implementation of high quality individualised patient care. With support and supervision from senior colleagues

To respond to any significant change in a patient's condition or circumstances and liaise with the senior nurse on duty to organise appropriate action to counteract such changes.

To work safely within the patient group directives within your own competence. This includes making decisions, in conjunction with a senior colleague in the issuing of medicines and vaccinations.

To analyse, interpret and effectively act upon information provided by staff and patients.

To be the patient's advocate and support them in their need to express their views on their ongoing care within the MIU.

#### **Policy, Service, Research & Development Responsibility**

Demonstrate innovative research based practice in line with Trusts' Philosophy of Nursing.

Keep up to date on professional issues and developments in order to maintain high standards of professionalism.

Work within the boundaries of Trust policies, clinical governance policies and DOH policies. (Including – manual handling, health and safety, documentation etc).



To be aware of the complaints procedure and support a culture whereby complaints are managed in an open and constructive manner in line with Trust Policy.

Contribute to creating an environment where teaching, learning and research are encouraged and practised. Assist in clinical research relevant to the sphere of emergency and unscheduled care.

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Maintain own professional development and competence by portfolio and reflective practice.

### **Responsibility for Finance, Equipment & Other Resources**

To use all resources effectively.

Contribute to effective ordering of supplies, maintenance and repair of equipment to assist in budgetary control.

### **Responsibility for Supervision, Leadership & Management**

To be involved in change management and its effective implementation.

To be cognisant of the importance of being an effective role model for good practice.

Actively participate in clinical supervision.

Actively contribute to the progressive development of the service

### **Any Other Specific Tasks Required**

Gain professional knowledge acquired through appropriate study supplemented by advanced education and clinical experience under the mentorship of senior colleagues.

Follow protocols and clinical guidelines used within the MIU.

Actively promote health issues in regard to health promotion and accident prevention

Reports accidents/incidents, legal and ethical issues in nursing practice in order to protect patients and colleagues

Work within the confines of the Nursing and Midwifery Counsel Code of Conduct.

To maintain and expand clinical competencies.

Contribute towards the setting of standards of practice which personally ensure the validity of your own and others practice.

Using best evidence based practice to keep updated on changes in clinical practice, including practical skills.

Contribute to staff awareness of responsibilities to themselves, colleagues and patients in respect of Health and Safety in the workplace so that conditions of the Act are fulfilled.



To support staff through counselling and debriefing when appropriate.

Staff debriefing, support.

Have a high awareness of safeguarding children issues (NAI/illness).

#### WORKING CONDITIONS

- Working in an environment, which in emergency situations can cause the Post holder to work in awkward positions. Can also be strenuous activity as with cardiac massage.
- Dealing with bodily fluids including blood on a daily basis.
- Varying day shift work patterns across a week.
- Managing both verbally and physically aggressive patients, relatives and other visitors
- The work will involve sitting at a VDU for long periods of time. Regularly interrupted to speak to patients, visitors and work colleagues.
- Varying day shift work patterns across a week cross-site.
- High stress levels when working on shift, which includes unpredictable work patterns and high levels of concentration on patient care and treatment.
- Managing with and supporting both patients and relatives in times of distress, occasionally including bereavement.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.



## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



## Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<p><b><u>QUALIFICATIONS &amp; TRAINING</u></b>  <b><u>Evidence of Qualifications required</u></b></p> <ul style="list-style-type: none"> <li>• RGN level 1 with current NMC registration</li> <li>• Child protection training</li> <li>• Relevant post registration course</li> </ul>	<p>E</p> <p>D</p>	<p><b>Interview &amp; Application form</b></p>
<p><b><u>KNOWLEDGE</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge relevant to MIU</li> </ul>	<p>D</p>	<p><b>Interview &amp; Application form</b></p>
<p><b><u>EXPERIENCE</u></b></p> <ul style="list-style-type: none"> <li>• Experience relevant to MIU</li> <li>• Experience in Emergency and Unscheduled Care.</li> </ul>	<p>E</p> <p>D</p>	<p><b>Interview &amp; Application form</b></p>
<p><b><u>SKILLS &amp; ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic.</li> <li>• Listens to others' views respecting and valuing individual patient needs.</li> <li>• Expanded scope of practice skills.</li> <li>• Commitment to personal development and ongoing education.</li> <li>• Knowledge of child protection issues. I.T literate.</li> <li>• Health promotion</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p><b>Interview &amp; Application form</b></p>
<p><b><u>COMMUNICATION SKILLS</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of a good standard of Literacy / English language skills</li> <li>• Good Communication skills verbal and written Personal insight and awareness.</li> <li>•</li> </ul>	<p>E</p> <p>E</p>	<p><b>Interview &amp; Application form</b></p>
<p><b><u>PLANNING &amp; ORGANISING SKILLS</u></b></p>		<p><b>Interview &amp;</b></p>



<ul style="list-style-type: none"> <li>• Good timekeeper</li> </ul>	E	Application form
<p><b><u>PHYSICAL SKILLS</u></b></p> <ul style="list-style-type: none"> <li>• Compassionate - Open-minded, treats colleagues, patients, carers and relatives with dignity and respect.</li> <li>• Intuitive and caring nature.</li> <li>• To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.</li> <li>• Flexible and adaptable to meet the needs of the patients.</li> <li>• Sympathetic and considerate towards patients, carers and relatives.</li> <li>• Ability to inspire hope, support recovery and make a difference.</li> <li>• A team player.</li> <li>• Articulate and numerate.</li> </ul>	E E E E E E E	Interview, Application form & Reference
<p><b><u>OTHER</u></b></p> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients</li> <li>• Must be prepared to work flexibly to cover unit evenings, weekends Bank holidays.</li> <li>• Act in ways that supports equality and promotes diversity</li> </ul>	E E E	Interview & Application form
<p><b><u>SUPPORTING BEHAVIOURS</u></b></p> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		



## SUPPLIMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	X		Occasionally participating in CPR
Working in physically cramped conditions		X	
Lifting weights, equipment or patients with mechanical aids		X	
Lifting or weights / equipment without mechanical aids		X	
Moving patients without mechanical aids	X		Occasionally need to move patients using pat slide or slide sheet
Making repetitive movements		X	
Climbing or crawling		X	
Manipulating objects		X	
Manual digging		X	
Running		X	
Standing / sitting with limited scope for movements for long periods of time		X	
Kneeling, crouching, twisting, bending or stretching		X	
Standing / walking for substantial periods of time		X	
Heavy duty cleaning		X	
Pushing / pulling trolleys or similar	X		Occasionally required to assist with moving patients on trolleys
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		X	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another ( give examples)	X		Occasional need to leave a task to deal with more urgent patients
Carry out formal student / trainee assessments	X		All staff Nurses must assist in the training of students and more junior staff members
Carry out clinical / social care interventions	X		As a registered nurse you are responsible for ensuring clinical and social care interventions are carried out in line with your personal competencies



Analyse statistics		X	
Operate equipment / machinery	X		Using equipment on a daily basis
Give evidence in a court / tribunal / formal hearings	X		Rarely if required
Attend meetings (describe role)	X		Regular team meetings and meetings pertaining to the role i.e link nurse roles
Carry out screening tests / microscope work		X	
Prepare detailed reports		X	
Check documents	X		Check patients documents and information with every patient
Drive a vehicle	X		As a rotational post there are times when driving to another base may be required
Carry out calculations	X		Occasionally will be required to carry out medication calculations
Carry out clinical diagnosis		X	
Carry out non-clinical fault finding		X	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events		X	
Giving unwelcome news to patients / clients / carers / staff		X	
Caring for the terminally ill	X		Occasionally if attends MIU
Dealing with difficult situations / circumstances	X		Regularly dealing with urgent/emergency situations
Designated to provide emotional support to front line staff		X	
Communicating life changing events		X	
Dealing with people with challenging behaviour	X		Occasionally if patients attend MIU
Arriving at the scene of a serious incident		X	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		X	
Excessive temperatures		X	
Unpleasant smells or odours	X		Occasionally
Noxious fumes		X	



Excessive noise &/or vibration		X	
Use of VDU more or less continuously		X	
Unpleasant substances / non household waste		X	
Infectious Material / Foul linen	X		Soiled Dressings on a daily basis
Body fluids, faeces, vomit	X		On a regular basis
Dust / Dirt	X		On a regular basis
Humidity		X	
Contaminated equipment or work areas	X		On occasions
Driving / being driven in <b>Normal</b> situations	X		Occasionally may need to be redeployed mid shift to another department
Driving / being driven in <b>Emergency</b> situations		X	
Fleas or Lice		X	
Exposure to dangerous chemicals / substances in / not in containers			Rarely, if patient has attended with chemical contamination
Exposure to Aggressive Verbal behaviour		X	Rarely from patients and relatives
Exposure to Aggressive Physical behaviour		X	Rarely from patients and relatives



## **Department Organisational Chart**

Intergration Manager  
MIU Nurse Consultant  
MIU Managerial Lead    MIU Clinical Lead  
Emergency Nurse Practitioners/Emergency Practitioners  
Staff Nurses  
Assistant Practitioner  
HealthCare Assistants

## **Department Core Purpose**

Provide urgent and emergency assessment, treatment and care to the public including primary care conditions minor injuries and emergency situations.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

