

Staff Nurse

Medway NHS Foundation Trust



## Job Description

**Role:** Staff Nurse

**Banding:** 5

**Division:** Planned and Unplanned & Integrated Care

**Responsible to:** Senior Sister/Senior Charge Nurse

**Accountable to:** Director of Nursing

### Job Purpose:

The post holder is responsible for assessment of care needs of patients, planning programmes of care, implementation and evaluation of these programmes without direct supervision. At times they will have management responsibility for being in charge of the ward and supervising junior members of staff.

The post holder will be a key member in relation to the development of practice on the ward. They will be working independently / autonomously and at times without direct supervision, accountable for their own professional working in a manner that promotes dignity and human rights through the adoption of person centred care principles.

### Key Responsibilities:

#### Clinical Duties

Responsible for carrying out clinical practice within designated clinical areas, ensuring that high quality, current evidence-based nursing assessment, care planning, implementation, interventions and evaluations for patients is provided from admission through to discharge

Will be responsible for the application of knowledge across the range of work procedures and practices, underpinned by theoretical knowledge and practical experience

To act as advocate for patients within the area, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines

To ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines

Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals

Will advise on the promotion of health and the prevention of illness

Recognise the significance of observations made, and use them to develop and initiate nursing assessments and devise a plan of care



Carry out those activities necessary to conduct a comprehensive assessment of a person's nursing requirements

Will ensure that all patients will have a discharge plan that is safe and appropriate for their needs

Carry out nursing procedures and treatments, checking on and maintaining the highest possible standards

Work alongside the multi-disciplinary team to ascertain treatments and advise on nursing priorities

Take a clear and concise history from patients by assessing their health and wellbeing and complete documentation ensuring that all entries are accurate and legible and that all information systems are maintained

Undertake prescribed physical observations as follows: blood pressure, temperature, respirations, blood sugars, urinalysis, weight and height, and report exceptions appropriately

To be responsible for the correct administration of prescribed medication

#### Professional Responsibilities

Is wholly accountable for his / her practice in line with the NMC Code and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence

Will act in accordance with Local, Hospital and Statutory Guidelines and Policies including Health and Safety initiatives

Will be familiar with the Health and Safety at Works Act, and be aware of its implications, ensuring that local unit and departmental policies are followed

Will work in accordance with Corporate Objectives

Will actively participate in his / her annual appraisal and ongoing review, including compilation of a personal and professional portfolio to support professional revalidation

Will maintain a high standard of care and give courteous reception to all patients and visitors

Will adopt a patient oriented approach to work

Will practice in a cost effective and cost aware manner

Will ensure that the Hospital's policy is understood and carried out with regard to the care and custody of drugs / medications, especially with regard to those covered by the Control of Drugs Act

Will be familiar with the ward's fire, manual handling and C.O.S.H.H. policies and ensure that all nurses in the ward are aware of the policies



Will be fully conversant with the Trust major incident plan, and ensure that all nurses on the ward / department understand the procedure

Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk

### Communication

Will be responsible for the provision and receipt of complex, sensitive or contentious information related to patients, patient care, relatives, staff and other multidisciplinary colleagues

Provides highly specialised advice concerning the care or treatment of identified groups or categories of patients / clients

Communicate effectively and efficiently with all members of the multi-disciplinary team regarding patient care

Will communicate with patients and relatives, making reports and liaising, as appropriate; with medical staff and other members of the care team and management

Will give and receive day / night reports

Acting as team leader / member / coordinator as necessary

Report to the Doctor / Senior Sister / Charge Nurse and members of the multidisciplinary team on patients' condition, both verbally and in writing as necessary

Liaise with inter-hospital departments / personnel

Attend and participate in ward meetings and help promote new ideas and methods and assist in their implementation

Attend and participate in multi-disciplinary team meetings and case conferences to benefit patient care

### Education and Professional Development

Act as a role model giving guidance, counselling and support to unqualified and qualified staff and students

Actively contribute to the teaching programme within the ward

Act as a mentor and introduce new staff members to their role within the team

Act as a preceptor for newly qualified members of staff

Act as mentor / assessor to unqualified staff

Assist in producing written reports concerning the basic learner nurse in the clinical setting as required by the universities



Take every opportunity to maintain and improve own knowledge and competence and take steps to keep up to date with clinical and nursing developments

#### Key Working Relationships:

Internal	External
Matron, Deputy Director of Nursing, Multidisciplinary teams across all specialities including Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Managers, Administrative and Clerical Support Staff, Professional and Technical Staff	External agencies such as GP's, Ambulance Service, Social Services and Community Nursing Staff Patients Carers Relatives Visitors and Voluntary Organisations Institutes of Higher Education

## Main Conditions of Service

### Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

### Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

**B**old  
**E**very Person Counts  
**S**haring and Open  
**T**ogether

We are *inspiring* and *ambitious*  
We are *respectful* and *supportive*  
We are *open* and *speak up*  
**We are inclusive and responsible**

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.



## **eRostering**

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions.

## **Mandatory Training**

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

## **Quality Assurance**

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

## **Health & Safety**

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

## **Equal Opportunities**

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

## **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

## **Infection Prevention and Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Information Governance**

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.





## Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

## Safeguarding Children, Young People and Adults at Risk

The Trust is committed to the protection of children, young people, their families and adults at risk accessing its services.

Promoting and upholding the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse.

To this end you must comply with Trust's and the Kent and Medway Safeguarding Adult Board policies and the Kent and Medway Safeguarding Children Partnership's policies and procedures. All staff no matter where they work or which age group of patients they work with, must be aware of their responsibility to act when they feel a child, young person or adult at risk has been or is at risk of abuse.

The Trust promotes the Think Family principles, it is a duty of all staff to consider who else may be at risk in the home or what else might be happening at home when identifying a safeguarding concern.

## Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the *Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

## Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy.

## Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



## Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



## Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>

## Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

## Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

## Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients,





and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



## Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

### Role:

<b>Qualifications</b>	<p>RN1/RN2/RN12 or RN Child Registered Nurse on the NMC register</p> <p>Evidence of continuing professional development</p> <p>To hold the appropriate level for the area of speciality</p> <p>It is expected the postholder will work towards the mentorship qualification following completion of preceptorship programme</p>
<b>Knowledge</b>	<p>Up to date knowledge of current clinical and professional issues</p> <p>Knowledge of Evidence Based Practice</p> <p>Uses own initiative and is able to take decisions</p> <p>An understanding of Audit and Research Based Nursing Practice</p> <p>Knowledge of the NMC Code of professional standards of practice and behaviour for nurses and midwives</p> <p>Knowledge of Clinical Governance</p> <p>Knowledge of the individual's responsibility towards health and safety</p>
<b>Values</b>	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p><b>B</b>old <i>We are <b>inspiring</b> and <b>ambitious</b></i></p> <p><b>E</b>very Person Counts <i>We are <b>respectful</b> and <b>supportive</b></i></p> <p><b>S</b>haring and Open <i>We are <b>open</b> and <b>speak up</b></i></p> <p><b>T</b>ogether <i>We are <b>inclusive</b> and <b>responsible</b></i></p>
<b>Experience</b>	<p>Experience of working on own and in a team</p> <p>Experience of working in the relevant area</p> <p>Experience of co-ordinating a shift</p> <p>Supervision of junior staff</p>
<b>Skills</b>	<p>Able to assess plan, implement and evaluate programmes of care</p> <p>Able to work as an effective team member</p> <p>Able to supervise and teach junior staff</p>



**Best of care**  
**Best of people**



	<p>Able to prioritise and meet deadlines</p> <p>Able to manage difficult situations</p> <p>Basic computer skills including ability to use Microsoft Word and Electronic</p> <p>Patient Records</p> <p>Manual handling of patients, using lifting aids</p> <p>Competent in basic life support</p> <p>Able to maintain clear and legible documentation</p> <p>Ability to administer prescribed medication including transfusion of blood and blood products</p> <p>Excellent verbal, written and interpersonal communications skills</p> <p>Is able to administer intravenous drug therapy/ or is willing to work towards this</p>
<b>Other Attributes</b>	<p>The ability to undertake reflective thinking on own practice</p> <p>Self-motivated</p> <p>Flexible and positive approach to work</p> <p>Good attendance record</p> <p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p>





**Medway**  
NHS Foundation Trust



**Best** of care  
**Best** of people



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