

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Staff Nurse</b>
<b>Division/Department:</b>	<b>Outpatients Departments</b>
<b>Responsible to:</b>	<b>Senior Sister</b>
<b>Accountable to:</b>	<b>Matron</b>
<b>Band:</b>	<b>5</b>
<b>Hours:</b>	<b>37.5</b>
<b>Location:</b>	<b>Outpatient departments</b>

In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

### **Organisational Values**

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

**H**onesty - open and honest in everything we do

**E**quity – we're kind and caring, we act with fairness, and we're understanding

**A**ccountability – we will provide excellent care and ensure the safety and wellbeing of all patients

**R**espect – we treat everybody the way we would like to be treated

**T**eamwork – we work together to make improvements, delivering consistent, high quality, safe care.

### **JOB SUMMARY**

To be responsible for the unit in the absence of the Clinical Sister.

Ensure that all patients are provided with a high standard of nursing care.

To supervise and assist clinically in the main Outpatients Departments as required.

## **KEY RESPONSIBILITIES**

- In the absence of the Clinical Sister, deploy staff with appropriate skill supervise the care given.
- To give advice and support to patients before, during and after their procedures.
- To be aware of the policies and philosophies of London North West Healthcare NHS Trust and ensure that all actions are carried out within these guidelines.
- To assist senior colleagues in maintaining a safe environment for staff, patients and relatives.
- To ensure the smooth running of all Outpatient clinics

## **Clinical Practice**

- To implement appropriate practice in line with Hospital policy and to provide skilled nursing care to meet the identified needs of the patient.
- To assist with clinical investigations carried out by the medical staff, under the direction and supervision of the Nurse in Charge.
- To carry out clinical nursing practise, to a high standard, in accordance with agreed corporate and departmental requirements and guidelines.

## **Management of Resources**

- To ensure all resources are used economically, by teaching and example.
- To assist with stock control ordering and re-stocking as required.
- To be familiar with all equipment used and follow set practices when cleaning and caring for the equipment.
- To be conversant with the Patient Administration System.

## **Education and Research**

- To promote and implement research/evidence based nursing practices and contribute to an active learning environment for staff, patients and visitors.
- To be an educational resource for the patients and their relatives, concerning procedures they are undergoing.
- To act as a preceptor for newly qualified nursing staff.
- To act as a supervisor for student nurses /HCA and to participate in teaching and assessing programmes as befits the role.
- To be responsible for one's own learning needs, ensuring that personal and

professional development is planned and communicated with the Clinical Team Leader.

- To maintain a professional profile to ensure eligibility for re-registration
- To attend appropriate study programmes, as agreed with the Senior Sister.

### **Professional Responsibilities**

- To present a caring and professional approach to patients, visitors and colleagues, ensuring that communication with patients and their carer's are supportive and informative, with due regard for confidentiality.
- To be accountable for one's actions in the pursuit of nursing duties and always act in a manner reflective of the NMC Code of Professional Conduct and Scope of Professional Practice.
- To assist with quality audits as necessary, implemented by the Trust
- To report any untoward incident to the Nurse in Charge.
- To establish effective working relationships with the Medical staff and members of the multi-disciplinary team.
- To assist in the use of quality measuring tools as used at London North West Healthcare NHS Trust.
- To participate in own performance review with the Senior Sister
- To ensure the safe custody, maintenance and administration of medicines, in relation to Hospital policy, NMC guidelines and Law.
- Any other duties as befit the role.

### **ADDITIONAL RESPONSIBILITIES**

#### **INFORMATION GOVERNANCE**

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

#### **INFORMATION SECURITY**

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

#### **HEALTH AND SAFETY AT WORK Act (1974)**

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all

times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

### **EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION**

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

### **PATIENT & PUBLIC INVOLVEMENT**

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

### **RISK MANAGEMENT**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

### **CORPORATE / CLINICAL GOVERNANCE**

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

### **INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who 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 vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **STAFF COMMITMENT TO PATIENT CARE**

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

### **HEALTH RECORDS**

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice-2006*

### **NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS**

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**

## PERSON SPECIFICATION

Job Title: Staff Nurse

Division/department: Outpatients

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>ENB 998 or other specialist course.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Significant surgical or OPD experience.</li> <li>Post registration experience</li> <li>Knowledge of current clinical developments in nursing.</li> <li>Evidence of Professional Development and continual study since qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Preceptorship experience.</li> </ul>
<b>Skills, Abilities and Attributes</b>	<ul style="list-style-type: none"> <li>Communication skills</li> <li>Good health record.</li> <li>Initiative and motivation</li> <li>Proactive</li> </ul>	<ul style="list-style-type: none"> <li>Ability to team work team build.</li> <li>Enthusiasm.</li> </ul>

*Person specifications should be kept to a maximum of 25 bullet points*

**Job description and person specification drafted / amended by:**

**Name:**

**Designation:**

**Date:**

### JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

<b>Job Holder's Signature</b>		<b>Date</b>	
<b>Line Manager's Signature</b>		<b>Date</b>	