

# SHAPE YOUR STORY

## Recruitment Information Pack



## Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> WELCOMING 	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> ENGAGING 	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> COLLABORATIVE 	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> ACCOUNTABLE 	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> RESPECTFUL 	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> EQUITABLE 	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Job Particulars

<b>Job Title</b>	Staff Nurse
<b>Pay Band</b>	5
<b>Location</b>	The Royal London Hospital
<b>Reports to</b>	Directorate Head of Nursing
<b>Responsible to</b>	Senior Sister/Charge Nurse

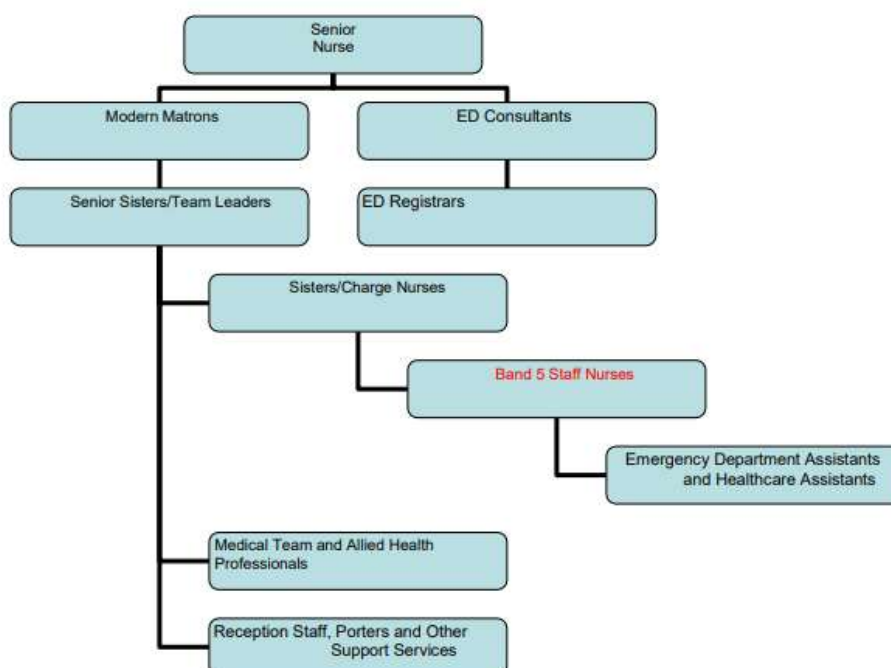
### 1. Job Purpose

To provide the highest standard of individualised and holistic patient care, in conjunction with the interdisciplinary team. The post holder will work within the NMC Code, trust policies, guidance and procedures to ensure safe working practice of self and others.

### 2. Key Working Relationships

The post holder will be expected to work closely with the team in the Emergency Department especially the senior nurses, emergency nurse practitioners [ENP's] and doctors, to plan and respond to the changing needs in the department. The post holder will also need to work closely with the site co-ordinators / bed manager, and medical staff and nursing teams from other departments to ensure smooth transitions of care.

### 3. Structure Chart





#### **4. Main duties, responsibilities and results areas**

##### **Communication – Core Dimension Level 3**

*Develop and maintain communication with people about difficult matters/and/or in difficult situations*

*1. Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.*

*2. Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.*

*3. To be responsible for disseminating Trust policies and information as required.*

*4. Provides feedback to other workers on their communication at appropriate times*

*Reception Staff, Porters and Other*

*Support Services*

*Medical Team and Allied Health*

*Professionals*

*Emergency Department Assistants*

*and Healthcare Assistants*

*Band 5 Staff Nurses*

*Sisters/Charge Nurses*

*Senior Sisters/Team Leaders ED Registrars*

*Modern Matrons ED Consultants*

*Senior Nurse*

*5. A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care*

*6. The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.*

*7. Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures*

##### **Personal and People Development – Core Dimension Level 2**

*Develop own knowledge and skills and provide information to others to help their development*

*8. Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.*

*9. Engages in the Preceptorship programme either as a Preceptor or a Preceptee.*

*10. Develops an awareness of clinical supervision/action learning*

*11. Improves clinical practice through reflection with self or others.*

*12. With the support of sister/charge nurse through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.*

*13. Influence the development of knowledge, ideas and work practice.*

*14. The post holder is expected to develop their IT skills by completing the European Computer Driving Licence (ECDL) qualification*



**Health, Safety and Security – Core Dimension Level 2**

*Monitor and maintain health safety and security of self and others.*

15. *The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures*
16. *The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998)*
17. *The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment*
18. *When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of hoists*
19. *Takes appropriate action to manage an emergency summoning assistance immediately when this is necessary.*
20. *Works in ways that minimise risks to health safety and security.*

**Core Dimension Level 2 (Contribute to the improvement of services)**

21. *Participates in the development of the ward/department Philosophy of Nursing and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice*
22. *Develop skills in accordance with the expanded role relevant to the post holder's clinical area (Ward areas to develop specific examples related to speciality)*
23. *Develops knowledge, understanding and application of their personal leadership skills*
24. *Co-ordinates the activities of the clinical area when required*

**Quality – Core Dimension Level 2**

*Maintain quality in own work and encourage others to do so.*

25. *The post holder must at all times work in accordance with the NMC Code*
26. *Participates in research, audit and quality initiatives.*
27. *Demonstrates knowledge and skills related to evidence based practice*
28. *Uses and maintains resources efficiently and effectively and encourages others to do so*
29. *Monitors the quality of work on own area and alerts others to quality issues*

**Equality and Diversity – Core Dimension Level 2**

*Support equality and value diversity.*

30. *The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy*
31. *Identifies and takes action when own or others' behaviour undermines equality and diversity*
32. *Take account of own behaviour and its effect on others*

**HWB3 Protection of health and wellbeing – S. Dimension Level 1**

*Recognise and report situations where there might be a need for protection.*

33. *Works in partnership with others to identify and assess the nature, location and seriousness of risk, reporting to the Senior Nurse and utilising the incident reporting*



*mechanism.*

34. Adheres to local and national policies in relation to health and wellbeing in accordance with their level of responsibility (e.g. decontamination policy, child protection, health and safety, fire, COSHH, CBRN, Major Incident, Mental Health Act)

### **HWB6 Assessment and Treatment Planning – Specific Dimension Level 2**

*Contribute to the assessment of physiological and/or psychological functioning*

35. Assesses, plans, implements and evaluates patient care and makes changes as necessary in conjunction with Senior staff.

36. Respects individuals dignity, wishes and beliefs and involves them in the decision making process.

37. Identifies deteriorating patients and takes appropriate action.

38. Ensures documentation is accurate and up to date

39. Demonstrates an enquiring approach to patient care

40. Safely administers prescribed medication and monitors effects

41. Educates patients, relatives and staff as necessary

42. Plans care in accordance with locally approved guidelines/proformas/protocols or pathways and identifies patients who fall outside of these frameworks

### **HWB7 Interventions and Treatments – Specific Dimension level 2**

*Contribute to planning, delivering and monitoring interventions and/or treatments.*

43. Ensures patients' views are taken into account in the decision making process

44. Demonstrates knowledge in relation to consent issues

45. Participates in collaborative decision making within the nursing team and identifies precautions of contraindications to proposed management plan.

46. Participates in meeting the health education and promotes the needs of patients and carers

### **IK2 Information Collection and Analysis – Specific Dimension Level 2**

*Gather, analyse and report a limited range of data and information*

47. Demonstrates an understanding of research and development and how this influences nursing practice

48. Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system

49. Analyse and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring)

50. Maintain the integrity of information using agreed methods and procedures

51. Reports the data/ information clearly in the required format and at the time agreed

*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 postholder.*

*The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.*



## 5. Working conditions

Criteria	Description
<b>Physical</b>	Ability to work with basic IT systems Ability to develop extended skills as the job role requires The post holder will be required to undertake manual handling procedures including moving patients within the hospital. Assisting with physical patient handling. The post holder will be required to stand for long periods of time.
<b>Emotional</b>	The post holder has to be able to work successfully under pressure of time and resources. There may be occasional exposure to distressing and/or emotionally demanding situations as expected working in an unscheduled care environment.
<b>Working Conditions</b>	Need to work flexible hours to meet service need. Shift rotation between days and nights.
<b>Mental</b>	The post requires high levels of concentration in an unpredictable environment which requires flexibility in approach. High levels of concentration with an adaptive workload required to manage priorities.

### NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/)

### Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)





## Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Registered Nurse Intravenous Drug administration	
<b>Experience</b>	Minimum 6 months post qualification experience at time of application in an acute care setting	Previous Emergency Department Experience
<b>Skills</b>	Ability to demonstrate use of basic IT systems  Ability to carry out essential nursing care and procedures  Ability to use and maintain resources efficiently and effectively	Intravenous Cannulation Immediate Life Support
<b>Other</b>	Ability to reflect on actions, carry out tasks of own job and identify what is needed to be able to do the current job better  Ability to take an active role in agreed learning activities and maintains a record of them  Able to demonstrate a current knowledge of emerging health care issues Acts in a way that is consistent with legislation, policies and procedures and abide by trust health and safety policies  Ability to recognise own limits and work within limits of competence	Ability to demonstrate enthusiasm towards teaching and sharing knowledge  Understanding of own knowledge and skills  Demonstrates the ability to identify own learning needs  Ability to communicate effectively across the department and within the directorate  Ability to accurately record and report back on patient assessments undertaken and risks identified





	<p>Ability to work as part of a multi-disciplinary team</p> <p>The ability to communicate with patients in an empathetic manner regarding their treatment and procedures</p> <p>Can demonstrate an enthusiastic, approachable and friendly manner</p> <p>Ability to communicate effectively in both a written and oral manner</p> <p>Ability to treat everyone with whom s/he comes into contact with dignity and respect</p> <p>Ability to work flexible hours to meet service requirements- shift patterns include internal rotation between day and night shifts</p> <p>Ability to prioritise clinical work effectively Demonstrates a non-judgemental approach to patient care</p> <p>Ability to identify deteriorating patients</p> <p>Able to work within set time frames working to priorities and deadlines</p> <p>Ability to monitor the quality of own work</p>	<p>Experience of equal opportunity policies and procedures</p> <p>Effectively carries out tasks related to evaluating services when asked</p> <p>Ability to offer constructive suggestions for service improvement</p>
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## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

