



## JOB DESCRIPTION

Section 1	
<b>JOB TITLE:</b>	<b>Staff Nurse</b>
<b>PAY BAND:</b>	<b>5</b>
Section 2	
<b>AREA OF WORK:</b>	CWP, Soss Moss Site
<b>ACCOUNTABLE TO:</b>	Ward Manager
<b>REPORTS TO:</b>	Ward Manager
<b>RESPONSIBLE FOR:</b>	n/a
<b>JOB SUMMARY:</b>	To support and promote the maintenance of a team concept, working within a multi-disciplinary framework using specific skills and expertise in a professional manner which will place the patient at the centre of all negotiations enhancing/developing the professionals working practices.
<b>LIAISES WITH:</b>	Multi Professional Team, Service Users, Carers – Statutory and non-statutory agencies
Section 3	
<b><u>KEY RESPONSIBILITIES:</u></b>	
<b>NURSING ROLE COMPETENCIES</b>	
Named Nurse	
<ol style="list-style-type: none"><li>1. Management and delivery of care - Has the clinical knowledge and skills in the specialist area to develop and manage individual care plans for a patient or small group of patients. Has experience and expertise to take sole charge of the ward.</li><li>2. Assessment of care needs - Develop and maintain a high level of communication and interpersonal skills in order to utilise appropriate specialist assessment techniques as a basis for the development of care planning and needs assessment.</li><li>3. Maintain therapeutic integrity - Establishing therapeutic relationships and collaborative partnerships in order to ensure best working practice.</li><li>4. Work within professional code of practice maintaining a therapeutic environment that respects the self esteem and dignity of patients, cares and staff. Liaise with other team members with due regard for professional boundaries.</li><li>5. Training and supervision - Mentorship of students undertaking statutory nurse training having undertaken appropriate training. Undertaking supervision of Band 3 clinical staff.</li><li>6. Take responsibility for self-development and training updates and support from Ward Manager.</li><li>7. Enable, through role modelling and supervised clinical practice, the on-going professional and clinical development of more junior colleagues.</li><li>8. Team Worker - Contribute their knowledge, skills and expertise to the overall performance of the team. Support fellow team members. Maintain and develop the philosophy and values of the team.</li><li>9. Information exchange - Keeping well informed. Listening and responding to the views of colleagues,</li></ol>	

carers and patients and encouraging feedback to senior staff.

10. Writing reports and passing on information as appropriate. Acting as a source of expertise. Advising and challenging colleagues. Keeping self and others up to date on professional and clinical matters.

11. The post holder will be employed to work on a particular ward but may be required to work on another ward as demand requires.

## **NURSING SKILLS COMPETENCIES**

1. Interpersonal and communication skills - Sharing ideas. Gaining the trust of patients, carers and colleagues. Promoting open and clear communication. Being sensitive to the needs of others and aware of the effects of verbal and non-verbal communication. Establishing rapport. Responding to the needs of others.
2. Assessment skills - Using all available information. Focusing on the needs of the individual to institute purposeful deliberate intervention. Listening and attending. Able to interpret patient needs into active care programmes geared towards maximum and realistic healthcare outcomes.
3. Negotiation skills - Liaising with other professionals, finding ways to improve the service without increasing costs. Negotiating agreement to change practice.
4. Analytical problem solving - Demonstrate and enquiring mind. Identifying and appraising alternative approaches. Discussing solutions with care team. Using a range of problem solving skills to generate creative solutions.
5. Decision making skills - Focusing on core issues. Making prompt decisions, based on sound clinical expertise, assessing what is best for the patient.
6. Organisation and planning skills - Supporting the Ward/CPN Manager in using all available information to determine skill needs. Setting high standards for staff and others. Maintaining safe and professional working practices. Organising, documentation and processing relevant information. Setting short and long-term objectives of nursing care taking account of the policies of the trust.
7. Evaluation of care programme - Identifying and setting criteria for evaluation. Seeking feedback, assessing data. Reviewing progress, using the results of evaluation to reconsider care plans and set new objectives. Documenting progress achieved against criteria.
8. Training and supervision - Teaching and assessing skills. Acting as a model for good practice. Creating learning opportunities. Assisting in the gaining of knowledge and the transfer of skills. Giving feedback and evaluating understanding.
9. Facilitation skills - Enabling staff to develop. Using active listening, demonstrating sensitivity to peoples' needs, communicating openly. Putting things into perspective, resolving conflicts.
10. Coaching skills - Demonstrating good practice, encouraging and challenging more junior colleagues. Leading and teaching by example.
11. Clinical supervision skills - Within the context of clinical and personal supervision, enable staff to reflect on and review their practice. Identifying all critical elements in this complex process and provide support, advice and direction as requested. Identifying learning activities to improve skills, personal and professional development.
12. Mentoring skills - Act as a "critical friend" giving constructive, honest and confidential feedback.

Supportive and trustworthy.

**13.** Providing feedback and advice on interpersonal issues, development needs and work practices.

**14.** Self Management - Working to deadlines, organising self and managing time. Prioritising.  
Demonstrating objectivity, diplomacy and political sensitivity when relating to others.

**15.** Being aware of own strengths and weaknesses.

#### **Section 4**

##### **1. HEALTH AND SAFETY**

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

##### **2. INFECTION PREVENTION AND CONTROL**

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection prevention and control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Hygiene Code - Code of Practice for the Prevention and Control of Healthcare Associated Infections (DH 2008).

All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Staff members must attend mandatory infection prevention and control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

##### **3. EQUALITY AND DIVERSITY**

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

##### **4. COMPETENCY OF HEALTH PROFESSIONALS**

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

##### **5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES**

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

##### **6. SAFEGUARDING**

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

##### **7. KSF**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

##### **8. SUPERVISION**

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

**Section 5****PERSON SPECIFICATION**

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>	<i><b>Method of Assessment</b></i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RMN / RNLD</li> <li>• First level nurse</li> </ul>		<ul style="list-style-type: none"> <li>• Application form / interview / certificates</li> </ul>
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>• Excellent communicator verbally and in terms of written work.</li> <li>• Well developed research based knowledge and practical nursing skills.</li> <li>• An understanding of basic management principles is essential as the post will involve taking charge of the service occasionally.</li> <li>• Ability to work unsupervised.</li> <li>• A positive approach towards use of information technology.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form / interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> level mental health trained nurse, with a up to date knowledge of current mental health legislation</li> <li>• Experience of working with adults with a Learning Disability</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of carrying out clinical supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Application form / interview</li> </ul>
<b>Analytical and judgemental skills</b>	<ul style="list-style-type: none"> <li>• Ability to interpret complex facts or situations requiring analysis and ability to compare a range of options.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Must be self-reliant but able to participate in the multi-professional team and establish positive interpersonal relationships with patients, and changing clinical demands of the service.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>

**To be completed by HR**

<b>Job Number:</b>	0129a	<b>Version No:</b>	2	<b>Issue Date:</b>	July 2014
<b>KSF Number:</b>		<b>Version No:</b>		<b>Issue Date:</b>	
<b>Jurisdiction of JD:</b>					