

Staff Nurse Band 5 - Job Description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

About Us

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

Our Values

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

Supporting you to be the best you can be

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

Your Health and Well-Being

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have any concerns about a health condition or disability that you have please read the Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on-site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

Submitting your application

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

Job title:	Staff Nurse
Band:	Band 5
Hours of work:	Up to 37.5 per week
Location:	Early Pregnancy/Gynaecology Emergency Assessment Unit- clinic 24
To whom professionally accountable:	Gynaecology Matron
To whom responsible:	Lead Nurse – clinic 24
Job summary:	<p>You will work as part of a multi-disciplinary team, caring for women with early pregnancy problems, gynecological emergencies, and women undergoing medical treatment for either miscarriage or termination of pregnancy.</p> <p>To provide specialist, professional advice to patients and staff.</p> <p>You will ensure delivery of high quality, holistic, clinically effective patient centered care.</p>

Key duties and responsibilities:

LEVEL OF RESPONSIBILITY

- You will be required to actively participate in the provision of care for women attending The Early Pregnancy/Emergency Gynaecology Assessment Unit Clinic 24 ensuring the delivery of best practice services to the patient, from fundamental aspects to advanced care interventions.
- You will be required to actively participate in weekend shifts and on call shifts.
- Deliver direct patient care, acting as an expert practitioner, liaising with all health professionals and support staff to ensure patients receive the best service possible.
- Ensuring the provision of high quality evidence based care, within the resources provided.
- To participate in the supervision and teaching of qualified and unqualified staff, including basic and/or post basic students.
- Acting as a role model, promote effective teamwork to meet the needs of the clients.

CLINICAL RESPONSIBILITY

- To assist in the assessment/triage, diagnose, treat and refer, as appropriate, women presenting with early pregnancy problems within the parameters of local protocols/guidelines ensuring the delivery of appropriate, evidence based care, necessitating high levels of autonomy and advocacy.
- To assist in the assessment/triage and refer as appropriate women presenting with gynaecological emergencies, ensuring the delivery of appropriate evidence based care.
- To actively participate in the provision and delivery of the in and out patient Termination of Pregnancy service, based on an open, trusting and non-judgmental, holistic approach to care.
- Along with the Lead Nurse and other members of the multi-disciplinary team, to participate in a program of ongoing developments within The Unit ensuring optimum standards of evidence based care, for all clients.
- To maintain own theoretical and practical expertise within the field of Women's Health/Gynaecology.

- To participate in the development of clinical pathways in conjunction with the multidisciplinary team, which are evidence based with appropriate audit review.
- Participate in setting standards of care by implementing, local policies and guidelines in conjunction with the multidisciplinary team, which are evidence based, with appropriate audit review.
- Maintain documentation as per Addenbrooke's Trust documentation standard.
- Request investigations appropriate to assessment findings and implement management plans relevant to the diagnosis made, within the parameters of locally agreed protocols/guidelines.
- Establish and maintain positive relationships with patients and carers, ensuring they are treated with respect and dignity in an empathetic environment.
- Use specialist communication skills to impart sensitive information relating to diagnosis.
- To give specialist telephone advice and support to patients, G.P.s midwives and others.
- Provide specialist information throughout the patient's journey.

SPECIFIC CLINICAL SKILLS

- Perform vaginal and speculum examinations.
- Take vaginal and cervical swabs.
- Remove 'products of conception' from the cervical os if identified.
- Take any necessary blood samples to aid diagnosis.
- Cannulate patients, as dictated by locally agreed protocols/guidelines.
- Assess early obstetric ultra sound results in relation to other assessment findings, and where necessary treat or refer as dictated by locally agreed protocols/guidelines.
- To develop the theoretical and practical understanding on the administration of methotrexate for medical management of ectopic pregnancy/pregnancy of unknown location.

MANAGERIAL RESPONSIBILITIES

- To maintain knowledge of current trends of health care and development within the profession, participating in disseminating this information to all members of the Team.
- Network with professional colleagues within the directorate and throughout the Trust, to ensure best practice is shared and improvements to patient care are made.
- Promote effective teamwork and maintaining an optimum level of safe and effective patient care.
- To deputise for the Nurse in Charge of the Unit when required.
- To ensure that all duties are carried out within the area of work.
- To be aware of the need to apply evidence based practice in developing care for patients and support carers.
- Participate in the monitoring of patient satisfaction.

EDUCATIONAL RESPONSIBILITIES:

- Maintain professional portfolio as per NMC requirements.
- Participating in, and evaluating, programs of in service education in response to own and team members needs, liaising with practice development team.
- Along with the Lead Nurse and other members of the multidisciplinary team, ensure the Unit is an effective learning environment.

PERSONAL REQUIREMENTS:

- To act at all times within the constraints relating to practice laid down by the NMC Code of Professional Conduct and adhere to Addenbrooke's NHS Trust policies.
- Pursue personal and lifelong learning by participating in clinical supervision, appraisal and development activities and registration with the NMC.
- Keep up to date with national and local developments in nursing policy and practice.
- To display your ID badge at all times when on duty.
- To continually demonstrate evidence of developing clinical/managerial knowledge and expertise.
- Ensure there is an annual appraisal with Team Leader, setting clear objectives to meet personal development needs.

General Compliance:

1. To comply with all Trust Policies and Procedures, with particular regard to

- Risk Management	- Health & Safety	- Information Governance
- Confidentiality	- Data Quality	- Freedom of Information
- Equal Opportunities	- No Smoking	- Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
Safe I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
Kind I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/ moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/ colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
Excellent I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-**Safe** | **Kind** | **Excellent**

Post Title: Staff Nurse

Band: 5

Department: Gynaecology Services

How evidenced: **A** = Application Form **I** = Interview **T** = Test

Factors	Essential Criteria	How Evidenced	Desirable Criteria	How Evidenced
1 Qualifications	<ul style="list-style-type: none">Registered NurseEvidence of on-going professional developmentUp to date professional revalidation portfolio	A	<ul style="list-style-type: none">Women's Health QualificationFamily Planning Qualification	A A
2 Experience	<ul style="list-style-type: none">Relevant post registration experienceExperience of taking responsibility for the provision and evaluation of care for a group of patientsGood listening skills	A/I	<ul style="list-style-type: none">Previous gynaecology /surgical experiencePrevious experience of participating in audit and quality initiatives in the clinical areaAbility to safely triage women coming through the gynaecology service each shift	A A A
3 Knowledge	<ul style="list-style-type: none">Interest in women's health	A/I		
4 Skills	<ul style="list-style-type: none">Excellent communication skillsAbility to work within a teamWell developed interpersonal skillsAbility to show sensitivity in area of specialized clinical practice	A/I	<ul style="list-style-type: none">Family planning knowledgePhlebotomy & cannulationComputer skills (EPIC eMR)	A

5 Additional Requirements	<p>The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of <i>safe, kind, excellent.</i></p> <ul style="list-style-type: none"> • Team Player • Flexibility to work weekends and on-call shifts • Prepared to care for women undergoing termination of pregnancy 	<p>A/I I I</p>		
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Information for Applicants - Terms and Conditions of Employment

This information is a summary of the main terms and conditions for pay, annual leave, hours and pension that is governed by the NHS Terms and Conditions of Service Handbook.

Pay

The advertisement provided the information about the pay band for this role. All pay bands have a minimum and maximum point with opportunity for progression to the next pay step point when a minimum length of service has been reached. This is subject to meeting expected levels of performance. For more information about Agenda for Change Pay please visit:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay>

New entrants to the NHS will normally commence on the minimum point of the pay band. Only in exceptional circumstances where the employee has considerable relevant experience to the post can a higher starting salary be considered. If a current NHS employee applies for a post at a higher band they move onto the higher band receiving a promotional increase in accordance with NHS Terms and Conditions. Current NHS employees transferring on the same pay band retain the same salary.

Pay Progression

Employees will receive progression to the next pay step point (where available) subject to meeting expected performance and compliance requirements. If you are an existing NHS employee applying for a role on the same band, progression will be awarded in accordance with the Trust's current ADR and Pay Progression policy. If you are new to the Trust or are applying for a promotion, progression will be awarded in accordance with the new national framework agreement.

Hours

Full time is 37.5 hours per week and is in accordance with the working patterns/rota patterns within the ward/department. These may be changed from time to time depending upon patient / service needs. If the post you have applied for is part time, the salary will be calculated pro rata to 37.5 hours. If you are required to work nights/weekends/public holidays you will receive the appropriate unsocial hour's enhancements.

Annual Leave Entitlement

This is dependent on complete years of NHS service.

Years NHS service	Annual leave entitlement per year
0-5 years completed NHS service	202.5 hours (based on 27 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
5-10 years completed NHS service	217.5 hours (based on 29 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
Over 10 years completed NHS service	247.5 hours (based on 33 days x 7.5 hrs per day) plus public holidays (pro rata for part time)

Pension

Employees are automatically enrolled onto the NHS Pension Scheme upon commencement. There is both an employer and an employee financial contribution to the pension scheme, with the employee contribution ranging from 5% to 14.5% depending upon your salary. New employees will receive a detailed information pack on commencement. For further information about the scheme and how to opt out following commencement, please visit www.nhsbsa.nhs.uk