

## Job Description

### Job Details

Job Title:	Bank Staff Nurse – Community / Inpatient
Band:	5
Ward / Department:	Temporary Worker Service
Directorate / Locality:	NCH&C
Essential Qualifications:	<ul style="list-style-type: none"> <li>• Diploma in Nursing</li> <li>• Registered General Nurse with UK Nursing and Midwifery Council</li> <li>• Completion of Preceptorship programme</li> </ul>

### Job Purpose

**Community Role** - To contribute in the delivery of high standards of health care to patients within their own homes, care homes, the travelling community and/or in clinics, by assessing, planning, implementing and evaluating packages of care.

**Inpatient Role** - Registered Nurses are responsible for the delivery of care and the assessment, planning, implementation and evaluation of individual programmes of care. They will be responsible for a group of identified patients, work effectively as a member of the multidisciplinary team, maintain high standards of patient care under the direction of a Senior Nurse and work in accordance with the standards set by the Nursing/Midwifery Professional Bodies and Trust Policies, Procedures and Guidelines.

## Organisational Arrangements

Accountable To:

HR Recruitment and Resourcing Manager

Reports To:

Senior Nurse in Charge

## Key Areas of Responsibility

- Is wholly responsible for his/her practice in accordance with the Nursing and Midwifery Council Code of Professional Conduct.
- To assess, prescribe, deliver and evaluate care packages for a named group of patients. For example with rehabilitation needs, long term conditions, palliative care to achieve quality of life and independence where possible.
- To work effectively as a member of the Multi-Disciplinary Team to provide a seamless service to service users.
- To work proactively within the Team to achieve the Trust goals and objectives. For example: prevent unnecessary admissions to hospital and facilitate early discharge from hospital.
- To work with and promote recognised policies, procedures, protocols and guidelines.

## Main Responsibilities

### Clinical

The post holder will:

- Assess, plan, implement and evaluate all aspects of patient care using clinical reasoning skills.
- Following a holistic assessment, devise an individualised evidenced based care programme for each patient, modifying it as required.
- Assess patients' holistic needs, communicating complex and sensitive information to patients and/or carers as to their assessment and treatment plan.
- To be sensitive to patient needs in respect of courtesy, dignity and privacy.
- Provide information and education, which enables patients to make choices about adopting a healthier lifestyle (in an appropriate manner to meet patients learning needs).
- Where there are barriers to understanding, such as hearing impairment, mental capacity impairment and other difficulties in comprehension, explanations require adjustments in order to gain understanding, consent and concordance.
- Be required to use tact and persuasive skills in order to gain the patient's co-operation in their care management plan.
- Liaise with GPs, Social Services, inpatient teams, community teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated appropriately.
- Be aware of assistive technology and utilise/recommend where appropriate.
- Ensure own workload is planned and prioritised according to service targets and patient need.
- Contribute to the requisitioning of supplies and equipment.
- Ensure informed consent is obtained prior to initiating interventions.
- Be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must utilise universal precautions and adhere to infection control policies.
- Demonstrates an understanding of research and use it to implement changes in clinical practice.

- Recommend innovative changes in clinical practice, to enhance patient care.
- Use clinical expertise and knowledge to promote a “nurse led” approach to care.
- Ensure the safe control and custody of drugs within the workplace in line with Trust policy.
- Ensure that all patient care is documented accurately and legible and that information systems are maintain in a timely manner e.g. inputting to SystmOne on a daily basis.

### **Professional**

The post holder will:

- Actively contribute to Multidisciplinary team/Multi-agency meetings and other meetings where appropriate e.g. Hand over, case conferences.
- Ensure working knowledge of all equipment in use in work area and to report any faults that are found.
- Support all team members within the work area, respecting them, their roles and contributions.
- Remain accountable for own professional actions as determined by the professional bodies.
- Participate in Audit processes.
- Be responsible for developing and maintaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements and to maintain a professional portfolio.
- Be accountable for work delegated to others within the team, ensuring staff are competent to undertake delegated work.
- Attend in-house training as required to develop current job role.
- Demonstrate leadership skills within own competence.
- To contribute to the smooth running of the workplace by providing leadership and supervision to Band 2/3/4 staff and to student nurses in the absence of their mentor.
- To inform senior nurse of changes in circumstances this may affect safe and competent practice.

### **Organisational**

The post holder will:

- Follow Trust policies, and local procedures, and use discretion in interpreting them according to the setting and circumstances.
- Undertake mandatory training as and when required, ensuring this is kept up to date.
- Participate in the Trusts Personal Development Review Process incorporating the Knowledge Skills Framework for their banding and the Trusts Behaviour Framework.
- Ensure the Trusts Behavioural Framework is utilised at all times and that behaviours are embraced and embedded within the Team and working environment.
- Participate in clinical supervisions as per Trust Policy.
- May be required to demonstrate own duties to students and/or new starters.
- Report incidents or accidents involving patients, visitors or staff and under the direction of the senior nurse complete accurate statements and reports.
- Complete staff survey as required.
- Ensure absence reporting is undertaken as determined by Trust Policy.

## Trust Values



### Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



### Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



### Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

## Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



<b>Care Respect and Dignity</b>	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
<b>Working Together for the Community</b>	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
<b>Integrity</b>	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
<b>Taking Ownership</b>	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
<b>Innovation, Flexibility and Resilience</b>	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

## Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

## Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

### **Infection Control**

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

### **Health and Safety**

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

### **General**

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

### Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• Diploma in Nursing</li> <li>• Registered General Nurse with UK Nursing and Midwifery Council</li> <li>• Completion of Preceptorship programme</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> level degree in Nursing</li> <li>• ENB 998/mentorship preparation or equivalent</li> </ul>	Certificates, Document Check
Experience	<ul style="list-style-type: none"> <li>• Experience of working within a multi-disciplinary team</li> <li>• Experience of assessing planning implementing, evaluating packages of care to meet the individuals' needs</li> </ul>	<ul style="list-style-type: none"> <li>• Wound care</li> <li>• Compression therapy</li> <li>• Venepuncture</li> <li>• Palliative care</li> </ul>	Application form, Interview
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Able to provide and maintain high standards of care</li> <li>• Tact, diplomacy, empathy and sensitivity</li> <li>• Up to date knowledge of current clinical/professional issues</li> <li>• Understanding of resource management</li> <li>• Knowledge and Understanding of learner needs</li> <li>• Ability to use own initiative</li> <li>• Good observational and reporting skills</li> <li>• Concentrate when undertaking patient care and inputting data/patient records</li> <li>• Good time management skills</li> <li>• Good interpersonal skills</li> <li>• A team player</li> <li>• Competent in the use of IT hardware and software such as the Microsoft Office Package</li> <li>• Be able to kneel, bend and stoop, and work in cramped environments</li> <li>• Be able to manoeuvre limbs of around 5-6 kg</li> <li>• Be able to manoeuvre patients using handling aids</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Assistive Technology</li> <li>• Diabetes Management</li> </ul>	Interview
Communication	<ul style="list-style-type: none"> <li>• Able to communicate effectively using the English Language in both verbal and written form</li> </ul>		Interview

Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> <li>• Able to identify with the Trust's commitment to safeguarding and promoting the welfare of children and young people/vulnerable adults</li> </ul>		Interview
Other	<ul style="list-style-type: none"> <li>• Must hold full and valid UK driving licence and have access to a vehicle (for community working only)</li> </ul>		Document Check

Post Holder's Signature .....

Manager's Signature .....

Date Job Description Agreed .....

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.  
**Please ensure Job Description is agreed and signed by both manager and employee**