



Job Description and Person Specification

Job Description

Job Title	Staff Nurse
Band	Band 5
Hours	37.5 hours per week
Department	Same Day Emergency Care/ Medical Day Case Unit
Division	Medicine
Location / Hospital Site	Princess Royal Hospital
Responsible to	Unit Manager
Accountable to	Unit Manager
DBS Level	Enhanced
DBS Barring	Adult and Children
DBS Workforce	Adult and Children

Role Summary

The post holder will work on a rotational post as a staff nurse in the Same Day Emergency Care (SDEC) and Medical Day Case Unit (MDCU) to provide an effective, safe environment of care for individual patients, their relatives and carers. Deliver patient-centred care nursing/health professional care on SDEC & MDCU aiming to achieve the highest possible standards of care, in accordance with the Trust's Strategy for Nursing and Midwifery.

Provide best clinical professional practice.

In the absence of more senior nursing/ health professional staff may be required to undertake specific ward/ department management duties, as delegated by Unit Manager.

Assist in the provision of a working environment which is conducive to learning for all staff and students

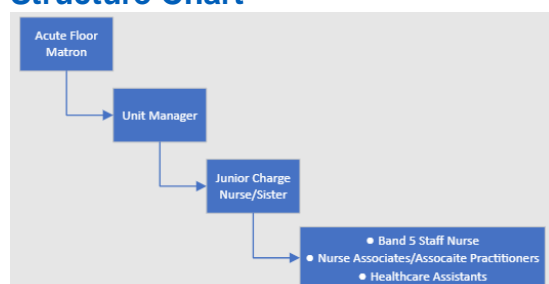
The post holder will be working in an unpredictable environment within the clinical area (e.g. violence and aggression and Clinical emergencies).

Key Working Relationships

Internal: Unit Manager, SDEC/MDCU staff, Emergency Department, Pharmacists, Site Management Team, Acute Medicine Clinicians and Specialist Clinics and Nurses.

External: GP's, Patients and relatives and other AHP

Structure Chart



Main Duties and Responsibilities

Communication

To contribute positively to the effectiveness and efficiency of the team.

To ensure effective communication with team members and all health care professionals.

To effectively communicate with patients and their relatives. Providing and receiving complex and sensitive information.

Report patient/relative complaints to senior staff so that they can be dealt with proactively.

Handles complaints and compliments in a professional manner and in accordance with Trust policy.

Ensure that open communication occurs within the ward and that all ward staff are briefed on all items of importance for safe and effective management.

Help manage patient referrals and bookings into the Unit.

Ensure effective communication between other departments (eg. A&E or wards) for the safe transfer of suitable patients to/from the Unit.

Service Delivery and Improvement

Ensure that all patients have appropriate clinical assessments and receive required treatment.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Taking personal responsibility as well as participating in the Trust's appraisal process to discuss what learning you need to do develop within the role.

To ensure effective communication with all health care professionals.

Report patient/relative complaints to senior staff so that they can be dealt with proactively

To contribute positively to the effectiveness and efficiency of the teams in which you work.

Ensure the department objectives and values are adhered to.

Ensure any safeguarding issues are raised appropriately to the appropriate nurses to enable investigation in relation to vulnerable adults or children.

Ensure equipment is regularly cleaned in line with hospital policy and manufacturer's recommendations.

Report / action any accidents, incidents or undue occurrences reported to you or witnessed by you in line with Trust policy. Take an active role in Risk Management in line with Trust and Directorate policy.

People Management and Development

Maintain awareness of Trust and National targets, ensuring that you support their delivery within the scope of your role.

Work with the Unit manager to ensure infection prevention control procedures and cleanliness is observed in the clinical area.

Ensure that patient activity is monitored and that all patient information is entered into the Careflow/Patient track systems at the most timely point.

Assist in setting ward objectives in line with the Unit, Corporate and national objectives.

Ensure effective staff supervision (including students) when running the ward and maintain productive working relationships within the ward team.

To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.

Patient Care Delivery

Work in collaboration with all team members to ensure that care delivery is evidence based and in accordance with the NMC Code of Professional Conduct.

Ensuring patient confidentiality and privacy at all times.

Assessment of care needs and development, implementation and evaluation of programmes of care.

Identify patients individual dependency care needs and provide support for physical, psychological and social requirements.

Rapid assessment and early identification of serious illness and /or injury and initiation of urgent treatment.

Participate in the assessment, implementation and delivery of individualised patient care, seeking guidance as appropriate.

Ensure that all patients/client's needs are identified and plans of care are implemented to meet individual patient and client needs.

Timely multi-tasking and prioritising to meet excessive service demand.

Take charge of the clinical area in the absence of the Ward Manager/Junior Sister.

Liaise with A&E and other clinical areas/professionals for the safe transfer of patients into the Unit. Taking handovers for patients.

Liaise with Clinical Site Managers and Ward staff to ensure prompt transfer and admission where appropriate.

Take part in improvement projects to help continue to improve patient care and experience on the Unit.

Recognise own limitations and only work within own scope of professional practice and competence.

Learning and Development

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Identify own learning needs and jointly plan training requirements with your line manager

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘Excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity, and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines Use skills of manual dexterity and manipulation of clinical instruments and equipment Use a combination of standing, walking, bending and stretching throughout the shift Work in cramped conditions Pushing/pulling trolleys and beds
Emotional	Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses. Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour Dealing with difficult situations/circumstances
Mental	Carry out formal student/trainee assessments Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response Operate equipment Check documents Carry out calculations Attend meetings
Working Conditions	Work in areas with potentially excessive temperatures or unpleasant smells/odours Deal with infectious material Deal with bodily fluid/faeces/dirt Exposure to aggressive verbal behaviour

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	RGN /1st level RN (NMC registration with current PIN) ENB 998 / Mentorship or equivalent	AF/I Application form (AF) Selection interview (I) Assessment (A)	Evidence of recent relevant CPD. Degree or Masters level post qualification studies	AF/I Application form (AF) Selection interview (I) Assessment (A)
Experience/ Qualifications	Educated to Diploma or Degree level education in relevant subject or equivalent. Evidence of functional skills in mathematics and English Level 2 or GCSEs in maths and English at Grade C/4 or above (or equivalent.)	AF/I	Experience working within acute and/or emergency care. Experience in performing patient assessments and making clinical decisions based on findings.	AF/I
Skills	Sound clinical and professional practice knowledge. Record of continuing professional development. Ability to vary communication style according to audience and clinical situation, showing tact and empathy Able to communicate well with patients on the telephone/via email. Able to impart bad news sensitively Ability to supervise the work of non-professional staff and learners Ability to influence the behaviour of others Ability to work as part of a team Evidence of having undertaken own development to improve	AF/I	Analytical skills to diagnose a problem or illness and understand complex situations. Judgmental skills to formulate solutions and recommend/decide on the best course of action/treatment information.	AF/I

	understanding of equalities issues			
People Management and Development	Able to effectively manage own time. Able to prioritise tasks and clinical care and to delegate these appropriately. Ability to manage and maintain the care environment.	AF/I	Skills required to take charge of a clinical area or be working towards this under the guidance of the ward sisters. Conflict management	AF/I
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
Specific Requirements	Able to manage in an emotionally stressful and demanding situations/environment.	AF/I		
Freedom to Act	Work to standard operating procedures with registered care professionals available for reference Work within the organisational policy, procedures and guidelines Work within the NMC Code of Conduct parameters of practice Be responsible and accountable for own practice, working within limits of competence and within professional boundaries Raises any concerns to a registered care professional or appropriate person			