

Job Description

Job Title:	Staff Nurse
Band:	Band 5
Hours:	37.5 hours per week
Responsible to:	Ward Manager
Accountable to:	Lead Nurse/Matron

Job Purpose

Responsible for the assessment of care needs and the development of programmes of care and the implementation and evaluation of those programmes. Carry out all relevant forms of care without direct supervision. Teach and supervise qualified and unqualified staff as well as patients and their families or carers. Maintain high standards of care within the department. After 2 years post registration experience the post holder should be able to regularly take charge of the clinical area in the absence of the Ward Sister/Charge Nurse or Ward Manager.

Main Duties and Responsibilities

****Required to undertake long days/night shifts/on call****

Clinical Responsibilities

Practice according to the NMC Code of Professional Conduct.

Assess care needs for patients, planning, implementing and evaluating care for individual patients.

Ensure nursing care is delivered using an individualised approach.

Ensure that all patients receive a high standard of nursing care.

Participate in the admission and discharge planning process in conjunction with the multi-disciplinary team.

Act as a named nurse for patients.

Ensure that all patient documentation is accurate and comprehensive.

Maintain good communication with all health care staff and ensure prescribed treatment is carried out.

Ensure the safe custody and safe administration of medicines and report any discrepancies.

Complete the Trust's IV Drug Administration Workbook, and be able to competently administer intravenous medications

Undertake extended roles of care within the unit as authorized by the Nursing Advisory Committee.

After 2 years post registration experience the post holder should also be able to:

Participate and facilitate in the promotion of patient education and health promotion.

Act as a team leader.

Educational Responsibilities

Assist with the orientation programme for new staff and nursing observers.

Develop own professional and personal development through research, innovation and attendance at suitable study days.

Participate in research projects as appropriate, seeking to develop nursing practice.

Participate and teach as appropriate in the department's in-service education programme.

Assist and supervise facilitation of nursing students and any other learners in the work place.

Participate in their annual Knowledge and Skills Framework review.

After 2 years post registration experience the post holder should be able to:

Participate in the induction of new staff.

Contribute to the development of nursing practice through innovation/research within the department.

Give formal lectures as required.

Teach and supervise junior staff.

Assist in maintaining links with the appropriate Universities via the link tutors.

Assist in implementing, as well as participate in, the annual Knowledge and Skills Framework review for staff.

Management Responsibilities

Assist with the maintenance of equipment and ordering of supplies.

Maintain the ward according to hospital and ward policies within the budget available.

Report any potential complaints or untoward incidents to the Ward Manager/Nurse in Charge and participate in the Trust's Risk Management process as appropriate.

Be flexible with working hours to facilitate the smooth running of the unit.

Be an active member of the multi-disciplinary team, ensuring good communication with other departments.

Assist in the utilisation of staffing resources to provide the most effective cover for the ward.

After 2 years post registration experience the post holder should be able to:

Ensure that the ward operates smoothly on a day-to-day basis.

Regularly take charge of the clinical area.

Act as a team leader in the absence of a more senior member of staff.

Provide directorate cover.

Cover any sickness or absence with temporary staff.

Professional Responsibilities

Assist in promoting an open and friendly working environment.

Receive visitors onto the ward.

Undertake ward projects pertinent to the ward's speciality.

Orientate new staff, learners and temporary staff to the ward and hospital.

Encourage a good working relationship with the multi-professional team and attend multi-professional meetings as appropriate.

Maintain patient and staff confidentiality at all times.

Be aware of, and practice in accordance with the Trust's policies and procedures.

After 2 years post registration experience the post holder should be able to:

Participate in nursing audits and assist in the setting and evaluation of standards of care.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The Trust will support you in this process by providing training, support and advice. There is a safeguarding named nurse for children and young people and named nurse for vulnerable

adults, who can be contacted for guidance and who provide safeguarding supervision.

For children, you should be aware of your responsibilities detailed in the Local Safeguarding Children Boards Procedures and for vulnerable adults in the Safeguarding Adults Policy.

IT Skills

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

Effort and Environment

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**

Measures the nature, level, frequency and duration of the physical effort required for the job e.g. Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing.

- **Mental**

Measures the nature, level, frequency and duration of the mental effort required for the job e.g. Checking documents, calculations, analyzing statistics, operating machinery, microscope work, assessing patients, formal minute taking, assessing students.

- **Emotional**

Measures the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. E.g. giving un-welcome news to staff/patients, dealing with difficult situations / circumstances or those with severely challenging behaviour, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events.

- **Working conditions**

Measures the nature, level, frequency and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Use of VDU, exposure to extreme temperatures, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen,

Assuming normal Health and Safety standards are met.

Driving to and from work is not included.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

Professional conduct

The post holder must comply with the Code of Professional Conduct applicable to their profession.

Risk Management

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

Health and Safety at Work Act

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

Clinical Governance

All staff must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department as directed by their line manager.

Confidentiality

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness or disability. We aim to provide a non-judgemental service at all times.

No Smoking Policy

The Trust prohibits smoking in all of their buildings and premises, except where specifically indicated.

ROYAL NATIONAL ORTHOPAEDIC HOSPITAL NHS TRUST Person Specification

Attribute	Essential	Desirable	Evidence to support assessment
Qualifications	RN1 adults Registered on the NMC register	Teaching and assessing qualification Nursing Diploma Nursing Degree 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Relevant post registration course Management qualification ALS	Application
Experience	Working within multi-disciplinary teams Current evidence based practice 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Sound knowledge of the particular patient group Relevant experience in this or an associated speciality	6 months to 1 year general nursing experience Experience as a student nurse within orthopaedic setting 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: 2 years post registration experience Supervision of junior staff and students Working with PAS Managing change	Application form

Skills and Abilities	Competent in basic life support Able to supervise and teach junior staff and students Able to prioritise and meet deadlines Able to manage difficult situations Able to assess, plan, implement and evaluate programmes of care Sound clinical skills Able to learn new skills Able to maintain clear and legible documentation Able to care for a group of at least 6 patients Effective communication skills (written, non-verbal & verbal) 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Confidence in teaching Ability to supervise, train and teach junior staff and students Ability to prioritise own and others workload and to meet deadlines Ability to manage clinical area in absence of more senior staff Time management and effective delegation skills Leadership skills IT skills (to be tested during probationary period)	IT skills IV practice 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Ability to motivate self and others	Interview ELITE Test
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Knowledge	Awareness of professional issues Practices within the scope of the NMC Code of Professional Conduct Promote peoples equality, diversity and rights Knowledge of Clinical Governance and Commitment to clinical supervision Ability to demonstrate application of the NHS Plan to sphere of practice Knowledge of the individuals responsibility towards health and safety 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Application of the NHS Plan to sphere of practise/ knowledge	Awareness of the structure and organisation of the NHS Proposed career pathway 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Awareness of research methods	Interview
Disposition and Attributes	Good interpersonal skills Uses own initiative and is able to take decisions Self motivated Effective team member 2 YEARS POST REGISTRATION THE POST HOLDER SHOULD DEMONSTRATE: Ability to work in stressful situations	Able to develop clinical practice.	Interview