

Job Description



South Tees Hospitals
NHS Foundation Trust

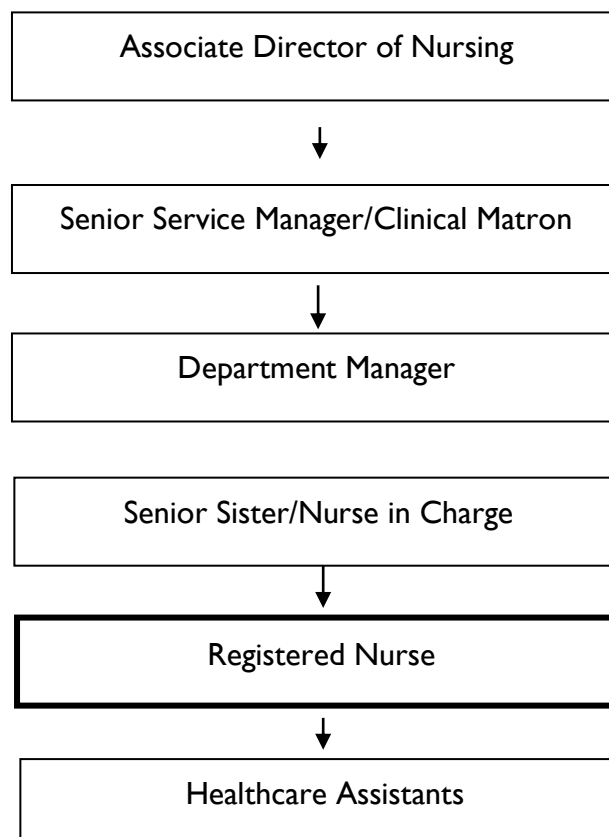
Role Details

Job Title	Staff Nurse
Band	5
Department/Service	Gynae Outpatient's Department

Organisational Relationships:

Responsible to:	Department Manager
Accountable to:	Senior Service Manager/Clinical Matron
Professionally Accountable to:	Associate Director of Nursing
Responsible for:	

Organisational Chart:



Job Summary/ Role:

To be an active member of the multidisciplinary team by using professional judgement and assuming responsibility and accountability for assessing, implementing and evaluating clinical care

for patients to meet their needs in a safe caring environment that promotes dignity, privacy and respect.

The post holder will be expected to develop knowledge and skills within the speciality and will assist in the management and organisation of nursing work in the ward/department within the NMC Code of Professional Conduct.

Always demonstrates the trust Values and Behaviours for nursing and midwifery staff.

The post holder has a duty of care to patients and are expected to comply fully with best practice standards and comply with trust policies for personal and patient safety and the prevention of healthcare associated infections.

Communicates and supports patients and their carers in understanding their care and treatment. Identifying potentially difficult and challenging situations and seeking appropriate and timely advice as required.

Liaises and communicates effectively with a range of people on a range of matters within the multidisciplinary team. Effectively using different methods of communication to support the delivery of care.

Liaises with allied health professionals and other agencies to ensure that care is delivered in a timely and organised way.

Key Relationships:

- Gynecology Outpatient Manager
- Gynaecology Consultants
- Medical Staff
- Specialist Nurses
- Laboratory Staff
- Oncology Team
- Health Care Assistants

Core Functions:

- To work autonomously in the clinical setting undertaking nurse led clinics, performing examinations, and administering injections.
- Takes charge of the clinical area in the absence of the Department Manager.

- The post holder will supervise the working of health care assistants and support workers and support the training and assessment of student nurses.
- Acts to maintain personal safety and security and that of others at all times.
- Support the full implementation of all trust policies in the management and delivery of safe clinical care.
- Identifies potential and actual risks using the trust incident reporting system in line with trust policy and in line with their professional accountability.
- Identifies patients at risk and raises concerns appropriately on issues of child protection and the protection of vulnerable adults.
- Takes appropriate action to manage emergency situation summoning appropriate assistance where necessary.
- Practice in accordance with the NMC Code of Professional Conduct.
- Identify unsafe practice and respond appropriately to ensure a safe outcome.
- Use of a range of IT systems including data input.
- Maintain accurate patient records in line with NMC standards.
- To attend and participate in MDT meetings in relation to this specific role.

Administrative Responsibilities	<p>Keeps accurate and complete records consistent with legislation, professional guidelines, trust policies and procedures. Promoting and maintaining confidentiality sharing accurate and timely information in line with the information governance agenda.</p> <p>To ensure all notes are tracked in accordance with Trust policy.</p> <p>Ensure all results are actioned and filed in accordance with Trust policy.</p>
Clinical Responsibilities	<p>To accept responsibility for own patient caseload, ensuring all patients have an accurate plan of care, which reflects the assessment undertaken and incorporates the issues and recommendations made ensuring clear</p>

	<p>documentation in the patient's records under supervision until on indirect supervision.</p> <p>Always act in such a manner that promotes the positive image of the ward/clinical area and the Trust.</p> <p>Manage own workload effectively, prioritising and using time management skills to ensure information is timely and accurate.</p> <p>Working within the limits of own competency to ensure the delivery of high-quality care by self and others at all times.</p> <p>Involves patients and carers in the planning of their care and treatment, ensuring appropriate consent and agreement is gained.</p> <p>Considers and interprets all available information and makes justifiable assessment of the individuals health and wellbeing, related needs and risks explaining the possible outcomes to those concerned.</p> <p>Develops and records care plans that are appropriate to the patient based on their assessment of the patient.</p> <p>Acts as patients advocate respecting patients' dignity wishes and beliefs involving them in decision making with regard to their care/ treatment.</p> <p>Ensures that nursing care is delivered to the highest standard in line with the essence of care and the trusts fundamental values and behaviours for nursing and midwifery.</p> <p>Ensures that nursing care is delivered with compassion.</p> <p>Ensure documentation is completed in accordance with the NMC professional guidelines and trust policy.</p>
Management and Leadership Responsibilities	<p>To assist and participate in development programmes promoting personal and professional growth for all staff.</p> <p>Mentor Healthcare Assistants in the department who are progressing through competency packs.</p> <p>In conjunction with the senior nursing team assisting with the development of sustainable processes and systems at department level which enables the delivery of effective pathways of care which supports the trust in the delivery of performance standards.</p> <p>Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement training.</p> <p>Uses the trust risk assessment tools for particular aspects of care to inform decisions and communicate with other members of the team.</p>

Policy and Service Development	<p>To be actively involved in Audit.</p> <p>Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme.</p>
Research and Audit Responsibilities	<p>Assist with the implementation of evidence based practice through audit and research programmes.</p> <p>To participate and promote any relevant clinical trials within the gynaecology service.</p>
Managing Resources Responsibilities	<p>To assist with maintaining a cost-effective service, based upon the objectives of the department, centre and the trust.</p> <p>To continually develop and monitor skills of self and others to safely utilise equipment for the provision of gynaecology.</p>
Education and Training	<p>Completes the Trust preceptorship programme within six months of appointment identifying own development needs via the Trust SDR process.</p> <p>Progress in this role to fulfil the full KSF outline in accordance with the Trust SDR policy.</p> <p>Maintain ones own high professional standards and discusses opportunities to develop clinical practice with their line manager.</p> <p>Acts upon strengths and weaknesses identified, applying reflective practice to demonstrates knowledge and skills in line with evidence based practice and legislation.</p> <p>Promotes the standards of the nursing profession by actively supporting student nurses and developing / maintaining their own mentorship status.</p> <p>Maintains own professional development and PREP requirements, be actively involved in the development of junior colleagues. Promotes the workplace as a learning environment for all.</p> <p>Complies with the trust requirements for mandatory training.</p> <p>Demonstrates safe use of medical devices through the regular assessment of competency.</p> <p>Ensures the safe storage and administration of all medications as per trust, professional and national guidelines.</p>

<i>The job description and duties may be subject to future review as the needs of the service change.</i>	

Person Specification

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<p>Commitment to evidence-based practice</p> <p>Ability to work within the boundaries of the NMC Code of Professional conduct</p> <p>Effective communication skills written and verbal</p> <p>Commitment to the needs of the service including a flexible and adaptable approach in the work environment/ work practices.</p> <p>Effectively prioritises and co-ordinates own work</p> <p>A team player able to work well with others and demonstrate commitment to team objectives</p> <p>Ability to use initiative to make a decision within sphere of work and/or knowledge recognising where assistance is required</p> <p>Commitment to adhere to Trust Policies and Procedures and to</p>	<p>Good information technology skills</p>	<p>Application and Interview</p>

contribute to an implement policies in own area and propose changes		
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
Registered General Nurse Diploma in Nursing or healthcare degree or equivalent experience Current NMC Registration	Recognisable teaching qualification Attendance at the leadership and development and improvement programme (4.5 days)	PIN Number, Application and Interview
EXPERIENCE		
Essential	Desirable	Assessment Method
Experience of working clinically in a relevant speciality at Band 5 Experience of Multi-disciplinary working	Experience working within a gynaecology or outpatient setting	Via Professional portfolio, Application and Interview
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
Demonstrates a positive image of the nursing profession Caring and compassionate attitude to patients and colleagues High level of personal motivation	Sound theoretical and practical knowledge of the speciality	Via Professional portfolio, Application and Interview

<p>Courage to raise concerns and challenge practice</p> <p>Commitment to the development of self and others. Willingness to undertake further training and development</p> <p>Flexible approach to working hours to meet the needs of the service.</p> <p>Ability to travel independently, as required for the particular nursing role.</p>		
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General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the

appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

APPENDIX 2

PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos		x				
Lifting weights/objects above 15 kilos		x				
Using equipment to lift, push or pull patients/objects	x					
Lifting heavy containers or equipment		x				
Running in an emergency	x					
Driving alone/with passengers/with goods		x				
Invasive surgical procedures		x				
Working at height or in a confined space		x				
Concentration to assess patients/analyse information	x					
Response to emergency situations	x					
To change plans and appointments/meetings depending on the needs of this role	x					
Clinical interventions		x				

Informing patients/family/carers of unwelcome news		x				
Caring for terminally ill patients		x				
Dealing with difficult family situations		x				
Caring for/working with patients with severely challenging behaviour		x				
Typing up of formal minutes/case conferences		x				
Clinical/hands on patient/client care	x					
Contacts with uncontained blood/bodily fluids	x					
Exposure to verbal aggression	x					
Exposure to physical aggression	x					
Exposure to unpleasant working conditions dust/dirt/fleas		x				
Exposure to harmful chemicals/radiation		x				
Attending the scene of an emergency		x				
Food preparation and handling		x				
Working on a computer for majority of work		x				
Use of road transport		x				

