

Add job title here

Job description

**Job title:** Staff Nurse  
**Band:** Band 5  
**Hours:** 29  
**Business unit:** Surgical Specialties  
**Department:** Orthopaedic Outpatients  
**Location:** Warrington and Halton Hospitals  
**Responsible to:** Department Manager  
**Accountable to:** Chief Nurse


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## About us

**Our Mission:** We will be outstanding for our patients, our communities and each other


**Our Vision:** We will be a great place to receive healthcare, work and learn

### Our Aims:




**QUALITY**

We will always put our patients first, delivering safe and effective care and an excellent patient experience



**PEOPLE**

We will be the best place to work, with a diverse and engaged workforce that is fit for now and the future



**SUSTAINABILITY**

We will work in partnership with others to achieve social and economic wellbeing in our communities

### Our Values:



**Working Together**



**Excellence**



**Inclusive**



**Kind**



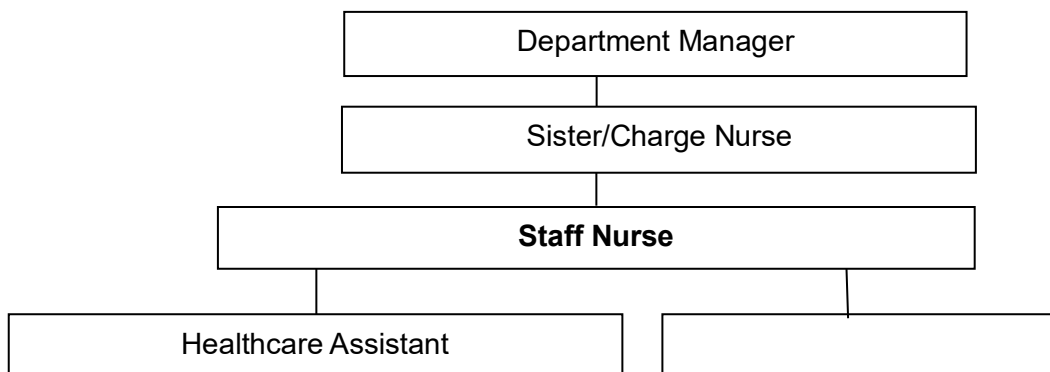
**Embracing Change**

## Role summary

We are seeking to recruit a Band 5 Staff Nurse to work within the Orthopaedic Outpatient Department at Warrington and Halton Hospitals NHS Foundation Trust, this will include covering fracture clinics at Warrington Hospital and Orthopaedic clinics at both Warrington and the Captain Sir Tom Moore Building , Halton.

The Staff Nurse will be responsible as a registered, accountable, and autonomous nurse to always act in the best interests of patients and take responsibility for own actions and decisions. You will be responsible for planning, delivering, and supervising safe and compassionate care, and evaluating the effectiveness of care. You will work alongside all aspects of the multi-disciplinary team within the department. The post holder will support staff in the development of clinical procedures, protocols, and practice to ensure the effective delivery of service to patients within the Trust.

## Organisation chart



## Main tasks and responsibilities

### Clinical

1. Ensure that the patient's pathway through the Orthopaedic Outpatient Department is delivered efficiently and with expert clinical and effective communication skills
2. To provide advice and support to all staff working in the department and encourage best practice. Act as a professional leader and role model in all aspects of work.
3. Recognise and respond appropriately to urgent and emergency situations. Ensure all emergency equipment is fit for purpose and ready to use.
4. To instruct patients surrounding health promotion, infection control, falls prevention etc.
5. Maintain clear accurate records of all patient interventions in line with the Trust's Record Keeping Standards.
6. Ensure that all nursing care is provided with compassion, is of a high standard, appropriate and is consistent with clinical guidelines, is evidence based and meets individual needs.

7. Communicate effectively with patients, carers, colleagues, and outside agencies on a range of matters with tact and diplomacy where the information may be sensitive, overcoming barriers to communication as they arise
8. Communicate condition related information with patients, carers, members of the (MDT) working collaboratively with health and social care professionals to ensure maximum patient rehabilitation potential is achieved
9. Provide information and advice to patients and carers regarding the area's services and after consultation, ensure that the patient is aware of the outcome of their attendance and any subsequent follow up arrangements.
10. Apply problem-solving skills to a range of practice situations
11. Prioritise own workload

### **Staff Management, Education and Training**

- ♦ Co-ordinate outpatient services in the absence of the department manager
- ♦ To participate in training activities within own areas
- ♦ Train, assess and mentor unregistered and new nursing staff in competencies linked to the area.
- ♦ Maintain a personal development plan and an annual programme of learning and development to ensure clinical practice is based on best practice and up to date
- ♦ To participate in an annual performance review with line manager to identify personal development needs.
- ♦ Promote an effective learning environment

### **Clinical Governance, Audit and Research**

- ♦ Keep up to date with all policies, procedures and protocols related to client group/organisation and relevant clinical practice
- ♦ To actively contribute to providing a safe environment for patients, staff and visitors to their areas; assessing and minimising risks where possible
- ♦ Participate in clinical audit
- ♦ Treat all staff, patients and relatives with respect and equality as per Trust policy
- ♦ To actively ensure the privacy and dignity of patients is not compromised
- ♦ To ensure that all patient information is confidential and is not disclosed to any third party except with the permission of the patient, nurse, or medic

- ♦ To report any untoward incident or occurrences
- ♦ To present an appearance which gives a positive image of the Trust and act in a manner which is appropriate and inspires confidence
- ♦ Monitor and maintain health, safety and security of self and others

**Specific tasks associated with this clinical area.**

- ♦ Obtain, label and transport specimens
- ♦ Perform recording of vital signs demonstrating an awareness of normal blood pressure, pulse, temperature and respiratory parameters and know how to act on results outside normal parameters
- ♦ Undertake weight/height/girth and BMI measurements
- ♦ Undertake routine and complex wound care with an understanding of asepsis.
- ♦ Up-date patient documentation both electronic and written, including referrals to other departments/specialties
- ♦ Prepare patient, environment, drugs, and equipment for invasive procedures, and assist Specialist Nursing / Medical Staff in undertaking these procedures, ensuring patient dignity is maintained
- ♦ Provide support for the patient following invasive procedures
- ♦ Monitor stock of medication, maintaining appropriate storage conditions and report any discrepancies in stock immediately
- ♦ Safely dispense and administer medication in line with the Trusts Medicines Policy.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the post holder.

## **Trust policies and procedures**

The post holder is required to comply with Trust policies, procedures and standards at all times.

### **Confidentiality**

The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

### **Risk management**

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly, and co-operate with any investigations undertaken.

### **Health and safety**

All staff must be aware of their responsibilities under the Health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

### **Equal opportunities**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity.

### **Conflicts of interest**

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the local health community. Staff are not allowed to further their private interests in the course of their NHS duties.

### **Appraisal and statutory training**

All newly appointed staff will receive an initial appraisal within six months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis. The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

### **Safeguarding statement**

The Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with infection prevention and control policies.

The Health and Social Care Act establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of healthcare associated infections (HCAI) is kept as low as possible. Managers, heads of departments, matrons and other clinical leaders are responsible for ensuring that:

- the necessary equipment and mechanisms are in place to support infection prevention
- healthcare workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

**Additional information**

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.

This job description must be agreed and signed by the manager and employee:

Manager name.....

Signature.....

Employee name.....

Signature.....

## Staff Nurse Orthopaedic Outpatient Department

	Essential	Desirable
<b>Experience</b>	Experience of working as part of a multidisciplinary team	Acute hospital experience  Previous experience of working in an outpatient setting.  Previous orthopaedic experience
<b>Qualifications</b>	Registered Nurse with a diploma/degree or relevant experience	Mentorship Qualification
<b>Skills, knowledge and competencies</b>	Excellent communication skills both written and verbal with the ability to overcome barriers to communication  Act as a facilitator and enabler with patients / carers  Demonstrate evidence of personal development  Good organisational skills and able to prioritise and delegate  Confident in dealing with difficult situations  Able to motivate and encourage others  Evidence of relevant post-registration training and development IT literate	Audit skills  Proven experience in advising, teaching  Advanced wound care management

**Last updated:** 07/03/2024