



Job Title: Staff Nurse

1. WE CARE FOR YOU

We care because:

- We always put the patient first.
- Everyone counts – we treat each other with courtesy, honesty, respect and dignity
- Committed to quality and continuously improving patient experience.
- Always caring and compassionate.
- Responsible and accountable for our actions – taking pride in our work.
- Encouraging and valuing our diverse staff and rewarding ability and innovation

2. JOB IDENTIFICATION

Job Title:	Staff Nurse
Grade:	Band 5
Department(s):	MEOC
Responsible to:	Advanced Clinical Practitioner
Accountable to:	Ward Manager

JD Ref No: (for A4C office use)



3. JOB PURPOSE

The post holder will provide support to the Advanced Clinical Practitioners (ACP's) in the Ambulatory Care Unit. Delivering the medical management plans as devised by the ACP team and medical team. Managing blood transfusions, ascetic drains, Intra venous antibiotics therapy, wound dressing. Assisting with patient flow, ordering and chasing take home medications and monitoring patient waiting times.

4. MAIN DUTIES/RESPONSIBILITIES

1. Professional

- 1.1. At all times work in accordance with the Nursing and Midwifery Council Code of Professional Conduct, maintaining clinical competence.
- 1.2. Maintain the highest standard of patient care, ensuring all care is in accordance with national and local policies and procedures.
- 1.3. Will utilise a variety of strategies to communicate effectively with patients and those involved in their care.
- 1.4. Respect patient confidentiality and in particular, the confidentiality of electronically stored personal/manual data, in line with the requirements of the Data Protection Act (1998).
- 1.5. Ensure the implementation of safe working practices in accordance with the Trust policy, reporting discrepancies, using the Adverse Incident reporting system, ensuring Line Manager is informed in a timely manner.
- 1.6. Develop post basic skills relevant to the area of practice in accordance with the Code of Professional Practice (NMC 2002).
- 1.7. Be aware of individual responsibilities and maintain a safe environment in accordance with the Health and Safety at Work Act. Identify and report immediately any untoward accident, incident or potential hazard.



- 1.8. Will be expected to contribute to individual performance review on an annual basis.
- 1.9. Participate in clinical audit to monitor standard of care.
- 1.10. Be aware of health education needs of the client group, providing appropriate information and advice to patients and relatives.
- 1.11. Maintain accurate nursing records in accordance with current practice and NMC guidelines.
- 1.12. Assist with effective discharge of patients in conjunction with the Advanced Clinical Practitioners.

2. Managerial

- 2.1 Contribute to the efficient and cost effective use of supplies, ensuring stocks are at a safe level, reporting any deficits to nurse in charge.
- 2.2 Ensure regular attendance at staff briefs, ward and departmental meetings.
- 2.3 Provide opportunities for patients and relatives to comment on the provision of service and report any issues to nurse in charge.
- 2.4 Co-operate with the investigation of complainants and adverse incidents.
- 2.5 Ensure safe custody and administration of drugs according to the Trust Policy.

3. EDUCATION

- 3.1 Participate in training programmes for students this will include, pre-registration, adaptation, return to practice etc.
- 3.2 Attend all statutory lectures, on an annual basis.
- 3.3 Pursue personal study of professional developments and clinical nursing matters. Access professional support systems such as preceptorship/clinical supervision.
- 3.4 Promote patient health education.



- 3.5 Maintain an interest in current trends and developments in nursing at national and local level.

The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients.

If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.

5. SCOPE AND RANGE

In accordance with specific ward environment

6. PERSONAL ATTRIBUTES

A. Core Attributes

Provide The Safest Most Effective Care Possible

- Demonstrate an understanding of the importance of quality of care
- Be accountable for own actions and those of their team

Develop Responsibly, Delivering the Right Services with the Right Staff

- Have an ability to work efficiently, effectively and professionally in a multidisciplinary team
- Demonstrate that everyone's contribution is valued

Control and Reduce the Cost of Healthcare



- Work to ensure the care group/directorate improves efficiency and reduces waste
- Demonstrate that you will be open to improving everything that you do

Focus on Innovation for Improvement

- Have an ability to consider and implement new solutions
- Displays networking skills

B. Values Based Behaviours for Leaders

The following characteristics are expected for senior leaders in the organisation:

Strategic Approach

(be clear on objectives and clear on expectations)

- Will always plan and take initiative in the best interest of the patient
- Will make decisions based on the strategic direction of the organisation
- Can make success criteria clear to others and focuses them on what matters most
- Avoid major problems by anticipation and contingency planning

Relationship Building

(can communicate effectively, be open and willing to help, courteous)

- Able to consistently understand and meet the needs and interests of patients
- Can develop joint solutions by use of open questions and listening to others
- Can involve key stakeholder and staff in planning organisational change

Personal credibility

(Is visible, approachable, confident, good role model, resilient and honest)

- Can articulate a compelling vision
- Will consistently deliver on promises and champions DBTHs values
- Displays sensitivity to the needs and feelings of others



- Will have a zero tolerance to bad behaviour and actively manage poor performance

Passion to Succeed

(Is patient centred, positive attitude, takes responsibility, aspires to excellence)

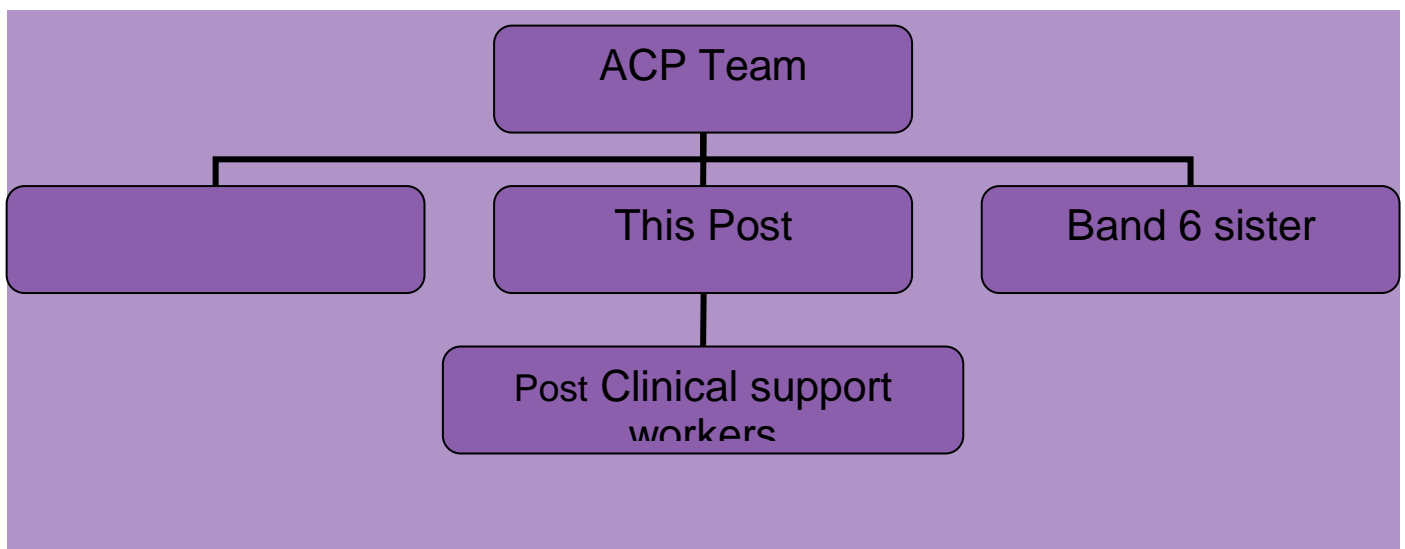
- Will motivate others with enthusiasm and a positive attitude
- Can maintain optimism and sense of humour in stressful situations
- Can infuse pride and joy in work
- Always leads by example by taking responsibility, being compassionate and aspiring to excellence

Harness Performance Through Teams

(Able to develop staff, actively listen and value contribution, give feedback, empower staff and respect diversity, champion positive change, creating a culture without fear of retribution)

- Able to take proactive steps to develop team members using a variety of approaches
- Will involve team members in planning and delivering change
- Matches the needs of activity to available resources
- Seeks out and listens to team members and stakeholders, welcoming warnings or problems

7. ORGANISATIONAL POSITION





8. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be



shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.

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