

## **JOB DESCRIPTION STAFF NURSE – NURSE BANK QUALIFIED**

<b>Post:</b>	Staff Nurse
<b>Grade:</b>	Band 5
<b>Location:</b>	Bradford Teaching Hospitals
<b>Accountable to:</b>	Directorate Manager
<b>Reports to:</b>	Ward Manager

### **Brief Description of Main Duties / Purpose of Post:**

Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care.

Will be expected to carry out all relevant forms of care without direct supervision and will be required to teach junior staff, both qualified and unqualified.

### **Managerial:**

Carries out nursing duties within the Trust Policies and Code of Professional Conduct.

Carries out instructions from the Ward Manager and other Senior Staff.

Carries out treatments as requested from Multi-Disciplinary Team.

Under the control of the Ward Manager teaches and monitors nurses allocated to the Ward. Adheres to the agreed procedures as laid down and promotes, by example, a high standard of nursing care in the Ward.

Fosters good relationships with other departments, the Multi-Disciplinary Team, patients, relatives and visitors to the Ward. Helps achieve high moral for both staff and patients.

Must be aware of relevant ordering and stock control, management practices, policies and any other aspects of nursing and understand their responsibilities.

Ensure all written documentation is of a high standard, accurate and kept up-to-date according to NMC regulations.

Becomes aware of responsibilities under the Health and Safety at Work Act, reports on any practices that could be detrimental to patients and staff safety. Follow COSHH regulations.

Attend statutory training yearly for Fire, CRP, Lifting/Handling and Equipment.

### **Professional:**

Responsible as a trained nurse for the control and administration of drugs within the regulations laid down by the Bradford Hospitals NHS Foundation Trust and the NMC. Develop skills and knowledge in Clinical Practice. Maintain professional update.

Work within the NMC Code of Practice.

Maintain personal, professional profile.

Develop within the Scope of Professional Practice.

Achieve PREP as dictated by NMC regulations.

Practice agreed models of nursing and systems of care as directed by Ward Manager.

Maintain Professional Registration (PIN).

**This Job Description can be changed in accordance with service needs.**

### **Standard Information**

#### **Professional Registration**

To ensure that continuing professional development is achieved in line with the NMC requirements ensuring your registration is maintained.

#### **Health and Safety/Risk Management**

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

#### **Equality and Diversity**

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

## **Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

## **Patient and Public Involvement**

All staff will be expected to comply with S.242 of the NHS Act 2006.

## **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

## **Environment and Sustainability**

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

## **Infection Prevention and Control**

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

## **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

## **SPECIAL WORKING CONDITIONS**

The post holder reports directly to the Staff Bank office but will take instruction from the ward/department staff as part of each individual placement. They may be offered work to cover unsocial hours as part of a shift pattern, including nights, evening, weekends and bank holidays. Shifts may be booked /cancelled at short notice and flexibility will be required.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **Terms and Conditions:**

### **Foundation Trust Bank Staff Terms and Conditions.**

#### **Grade/Level**

**Pay** Payment at the rate of **£15.67** per hour for any hours worked. This is a fixed rate and there will be no incremental progression.

**Sick/ Maternity Pay** No entitlement to Occupational Sick Pay/Maternity pay. Statutory Sick/Maternity Pay *may* be payable through the payroll, dependent on circumstances.

#### **Unsocial hours enhancements**

Hours worked on Saturdays, Sundays, Public Holidays and Weekday Nights are paid a percentage enhancement to the hourly rate in line with the current NHS Agenda for Change unsocial hours rates

**Hours of Work** Various (as and when required)

When you register on the Bank you are not obliged to undertake any work offered to you nor is the Trust obliged to offer you any work. Registering on the Bank does not constitute a contract of employment between you and the Trust

## **2. Pension Scheme**

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at [www.nhsbsa.nhs.uk/member-hub/cost-being-scheme](http://www.nhsbsa.nhs.uk/member-hub/cost-being-scheme).

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

**Annual Leave** There will be entitlement to payment in line with statutory requirements.

**Health Screening** The post is subject to the satisfactory completion of a pre-employment health screening to be undertaken by the Department of Health and Wellbeing.

#### **Disclosure and Barring Service Requirement**

An enhanced disclosure is required for this post with check of the Adult and Children's Barred List. There is a requirement for all new bank staff working in the Trust to have a valid DBS Certificate (at the correct level and for the appropriate workforce) and for those who are working in a "bank only" capacity; a requirement to be registered continuously with the DBS Update Service.

#### **Bank Only Workers (Mandatory Continuous Registration with the DBS Update Service)**

The annual registration fee for the update service is payable by the individual and continued registration on the Bank is dependent on registration being maintained continuously by the individual.

Those appointed to the bank, who do not have a substantive post in the Trust will agree to these terms by signing the "terms of registration" agreement document prior to commencing work. By signing this agreement the individual also provides their consent to the Trust completing update checks at regular intervals, as required. Further guidance on the update service can be found the DBS website;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/246445/Applicant\\_guide\\_v3.6\\_04.10.13.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/246445/Applicant_guide_v3.6_04.10.13.pdf)

**All Terms and Conditions are in accordance with the Bradford Teaching Hospitals NHS Foundation Trust**

**The Foundation Trust is a NO SMOKING Employer** - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

### **General Data Protection Regulations**

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.