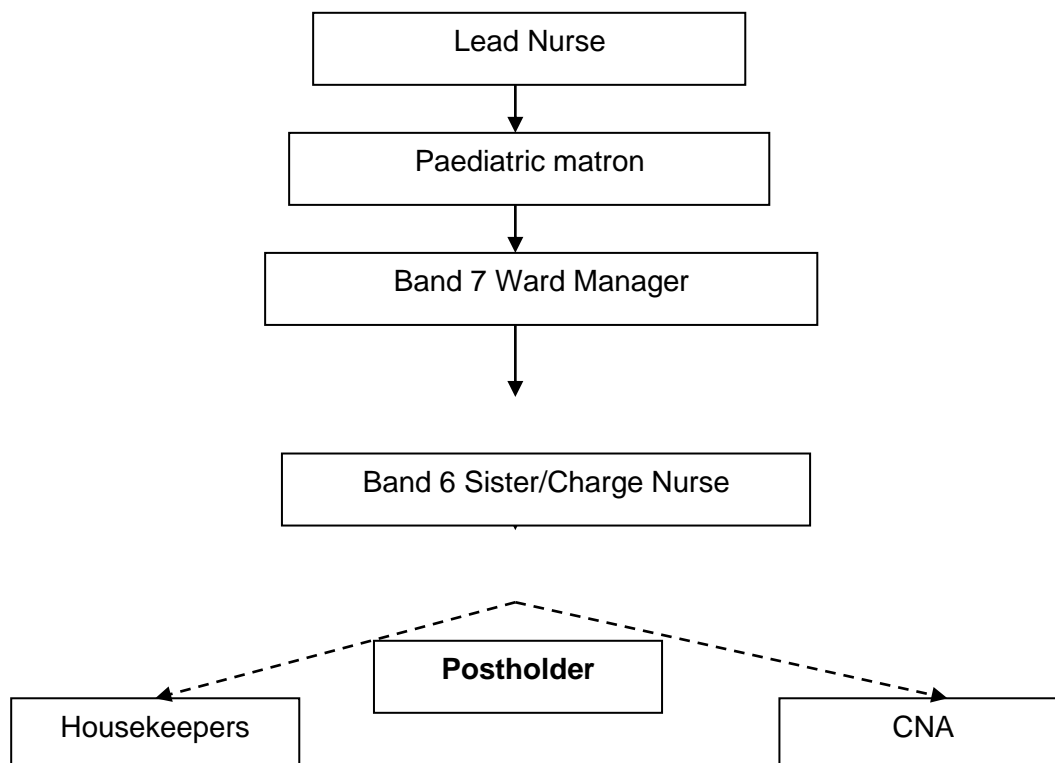


Job Description

Post Title:	Staff Nurse
Band :	5
Managerially accountable to:	Ward/ Department Manager
Purpose of the post:	<p>To be responsible for assessing individual patient care needs and developing, implementation and evaluating plans of care for a group of patients in accordance with agreed policies and professional guidelines.</p> <p>To take charge of the ward for a span of duty, but will normally work under the supervision of senior staff.</p> <p>To work flexibly to meet the needs of the service.</p>

Organisation Position



Management

1. To effectively manage own workload when caring for a group of patients, liaising with colleagues to ensure effective available resources.
2. Supervise and demonstrate basic aspects of care pertinent to patient need to junior staff HCA and student nurses.
3. When in charge of a span of duty deploy staff appropriately according to their skills and experience.
4. To adhere to systems that facilitate the appropriate admission and timely discharge of patients and support the delivery of the EDD process and Nurse led discharge.
5. To ensure that the patient's valuables and possessions are cared for in accordance with Trust policy
6. To work effectively with all members of the multi professional team to ensure aspects of clinical care are maintained at a high standard.
7. To ensure Ward /department protocols, policies and guidelines are adhered to.
8. To ensure that cost effective personal clinical practice is maintained.
9. To ensure that they maintain high standards of cleanliness and tidiness in their designated area.
10. To support the ward/ department managers in the process of change

Patient Care

1. To deliver patient care in accordance with the NMC Code of Conduct and Scope of Professional Practice; and Trust Policies and Procedures.
2. To participate as members of a multidisciplinary team in the assessment, planning, implementation and evaluation of individualised patient care. Demonstrating the ability to competently formulate and deliver care without direct supervision.
3. To ensure the use of approved manual handling techniques in delivery patient care using procedures taught by the manual handling team, including the safe use of mechanical and non-mechanical manual handling aids.
4. To assist in the review of clinical standards and practice within their clinical area, with particular attention paid to the drive for evidence-based practice.
5. The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves.
6. All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff.

7. All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development.
8. Any breach of infection control policies is a serious matter which may result in disciplinary action.
9. All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Communication and Relationships

1. Report changes in a patient progress both verbally and in written form.
2. Ensure that accurate, legible and holistic nursing records according to NMC /or HPC guidelines and unit guidance are maintained.
3. Improve and maintain good communication between all members of the team, ensuring appropriate referrals and liaison with relevant personnel
4. Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers have sufficient relevant verbal and written information during the patient's stay.
5. To respond appropriately to sensitive information from patients and healthcare professionals in an appropriate manner, such as diagnoses, normal treatment plans and social circumstances, referring to senior staff for further support and advice
6. Will actively attend and contribute towards Ward / departmental meetings.

Education, Professional Development and Training

1. To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self development. To participate in annual appraisal and PDP.
2. To participate in the supervision, and training of junior staff, student nurses and Health Care Assistants.
3. To help maintain a positive learning environment.
4. To act as a mentor to student nurses.
5. To participate in formal / informal education programmes within the department. Assist with orientation programme for new members of the nursing team.

Research and Audit

1. Actively keep up to date with research based changes, ensuring they adhere to all new protocols, policies and guidelines.
2. Participate in local ongoing audit and research projects as required by the Ward/ department manager

Use of information

1. To maintain and update PAS to support patient care.
2. To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment

Decisions. Judgement and freedom to act

1. Works within defined policies protocols and professional standards. Seeks further advice for guidance on actions that are outside agreed defined standards.

Professional Conduct

1. To adhere at all times to uniform and appearance policy.
2. To conduct oneself in a manner perceived by others as constructive.
3. To adhere to all local, national and NMC guidelines in relation to professional standards.
4. To report appropriately any observed lapses in professional conduct to the Ward/ department Manager, in line with local and NMC guidelines.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust’s approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

Manager	Post holder
Signature	Signature
Date	Date