

## Job Description & Person Specification



**Job Title:**                **Staff Nurse**

**Grade:**                    **Band 5**

‘Helping local people live longer, healthier lives’



## JOB DESCRIPTION

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### GENERAL INFORMATION

<b>Department:</b>	<b>Trust Wide</b>
<b>Responsible to:</b>	Ward Manager/Team Manager
<b>Accountable to:</b>	<b>Matron/Lead District Nurse</b>
<b>DBS Clearance:</b>	Level required - Enhanced.
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service

### JOB SUMMARY

The post holder will have continuing responsibility for the nursing care given to individual patients, without direct supervision. They will be personally accountable for the nursing standards of such delegated duties. They will also be responsible for demonstrating procedures to qualified and/or unqualified staff, thus facilitating learning. The post holder is expected to take charge of the ward or department as required. They will provide evidence based care, advice and information to patients and their relatives. They will be expected to treat all staff, visitors and service users with tact and courtesy.

### MAIN DUTIES AND RESPONSIBILITIES

#### Values

**The post holder will uphold and display the Trust values of Innovation, Compassion, Accountability, Respect, Excellence and Equity.**

- Plan the delivery of patient care and take responsibility for implementing and evaluating that care, using an appropriate nursing model.
- Be accountable for own nursing practice and work unsupervised and on own initiative, but to be responsible to the Ward/Team Manager for all aspects of their work.
- Deliver a high standard of comprehensive skilled and evidence based nursing care to patients.
- Be able to prioritise their own workload and of those working with them, such as learners and Healthcare Assistants. When in charge of the ward/team, know how to delegate what staff to what duties and ensure the smooth running of the ward/team.



- Know how to impart news of a distressing nature to patients and relatives. This will include passing on news of a patient's death or helping a patient/relative understand a diagnosis such as cancer.
- Assist patients, carers and their families to identify health and well-being goals.
- Support and empower patients, carers and their families to achieve their health and well being goals.
- Accurately record observations and changes in patients' conditions and report back to the responsible nurse in charge.
- Assist in planning and implementing methods of rehabilitation for patients and their carers.
- Liaise with colleagues and other agencies, including Social Services, to ensure continuity of patient care.
- Contribute to the integration of Whittington Health and Social Services.
- Extend their nursing knowledge/skills by undertaking further professional training that may be required in addition to keeping up to date with professional developments.
- Attend staff meetings and other relevant meetings.
- Participate in research projects and/or innovations, including health promotion and chronic disease management activities.
- Maintain accurate, contemporaneous records are kept that ensure safety and continuity of patient care.
- Be computer literate.
- Utilise appropriate resources in the provision of total patient care.
- Be aware of, and act in, accordance with agreed policy procedures legislation and NMC standards.
- Participate in the orientation of new staff and nursing students, and act as a practice supervisor/assessor to nursing students, nursing associate students, other learners and healthcare assistants where appropriate.
- Demonstrate practice to nursing students and other staff.
- Undertake other relevant duties arising from the work of the Primary Health Care Team as requested by the Team Manger and/or Lead Nurse and/or Nurse Manager (Community).

## **MANAGING RESOURCES**



- Participate in managing and co-ordinating the work of the junior staff, offering support and development as appropriate.
- Assist in the recruitment and selection of staff for the team and participate in induction and orientation programmes as appropriate.
- Promote good communication, employment practices and relationships within the team.
- Participate in team meetings.
- Liaise with the bed manager and discharge co-ordinator to ensure effective bed management on the ward, including admission of patients, planning of bed usage and timely discharge planning (hospital site only).
- Be aware of and utilise appropriate resources within the team and in the provision of total patient care.
- Ensure that all equipment is maintained and any faults immediately reported.
- Act as a link nurse to GPs, Social Services and other relevant professional areas as necessary.

## **PROFESSIONAL RESPONSIBILITIES**

- Be aware of, and act in, accordance with agreed policies, procedures, legislation and NMC standards.
- Act at all times in accordance with NMC Code of Professional Conduct.
- Adhere to Whittington Health policies and procedures at all times.
- Ensure that records are kept and maintained in line with NMC guidelines, Trust record keeping and information governance policies.
- Adhere to national and local infection control procedures and standards at all times.
- Be willing to expand nursing knowledge/skills by undertaking further professional training, to keep up to date with professional developments and maintain a professional portfolio which supports revalidation.
- Set appropriate objectives and review them regularly with the Ward/Department Manager.
- Meet regularly with the Ward/Department Manager in order to review own performance.
- To know how to deal with people with challenging behaviour and to know when to call for assistance when needed.



- Take part in clinical supervision on a regular basis according to Whittington Health requirements.
- Participate in clinical audits in order to promote the development of patient centred evidence based practice
- Apply a problem-solving approach to practice, seeking resolution to problems with an awareness of own personal limitations of knowledge and practice.
- Maintain high professional standards acting as a positive role model for the profession and service.
- Be courteous and respectful to patients and colleagues including adhering to a dress code appropriate to the work situation.
- Whittington Health is an integrated care organisation and there may be occasions where staff are required to rotate between clinical environments to meet service need. This could be on a long or short term basis.

## Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

## Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click:

<https://www.whittington.nhs.uk/default.asp?c=30839&q=>

## Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.



## Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and



lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

## Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

## Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

### Our mission

Helping local people live longer, healthier lives.

### Our vision

Provide safe, personal, co-ordinated care for the community we serve.

### Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

## Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.



Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



## **Carbon Reduction**

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

## **Security**

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

## **No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

## **Method of Payment**

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

## **Probationary Period**



Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



## Person Specification

<b>Post:</b>	<b>Staff Nurse</b>	<b>Grade:</b>	<b>5</b>		
<b>Department</b>	Trust wide	<b>Candidate Name</b>			<b>Notes</b>
<b>Attribute</b>		<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>	
<b>Education / Qualifications</b>	NMC Registered Nurse (RN 1 <sup>ST</sup> Level Registration)	x		Certification	
	Up to date professional portfolio	x		Portfolio	
	Further postgraduate certification		x	Application/Interview	
	Evidence of work based learning and ability to meet competencies	x		Application/Interview	
	Evidence of recent training and development	x		Application/Interview	
<b>Skills &amp; Abilities</b>	Numeracy skills (in order to carry out accurate drug calculations)	x		Assessment	
	Excellent written communication	x		Assessment/ Application	
	Excellent verbal communication	x		Interview	
	Clinical/research based skills	x		Application/Interview/ Assessment	
	IT skills	x		Interview	
	Prioritising and organising workload	x		Interview	

	<b>Technical skills:</b>		x	Interview	
	Venepuncture				
	Cannulation (hospital only)				
	Catheterisation:-				
	Male				
	Female				
	Supra pubic				
	IV Drug administration				
	Wound management				
	Gastrostomy care and feeding				
	Continence assessment and management				
	Management of long term conditions				
<b>Knowledge &amp; Experience</b>	Management of palliative care symptom control				
	Managing syringe drivers				
	Palliative care decision making				
	Dopplers/compression bandaging				
	Understanding of evidence based practice	x		Interview	
	Clinical Governance and clinical supervision	x		Interview	
	Current issues affecting nursing practice including long term conditions care	x		Interview	

	Commitment to 6Cs (including compassionate care) and how they underpin all nursing practice	x		Application/Interview	
	Multidisciplinary approach and integrated working	x		Interview	
	NMC code	x		Interview	
	Awareness of equal opportunities/equal access	x		Interview	
	Experience and understanding of team work	x		Interview	
	Understanding of primary/secondary health care	x		Interview	
	Understanding of national infection control guidance	x		Interview	
	Management of resources	x		Interview	
<b>PERSONAL QUALITIES</b>	Assertiveness	x		Interview	
	Flexibility	x		Interview	
	Punctual	x		Interview	
	Reliability	x		Interview	
	Adaptable	x		Interview	
	Demonstrates vision and commitment to the organisation	x		Interview	
<b>Other</b>	Willingness to take on the challenge of working in the inner city environment	x		Interview	

Completed by:

Date:

Offer post:            Yes    /        No

Comments: