

Job Description

Position:	Bank Qualified Nurse
Division:	Medicine / Surgery
Responsible to:	Senior Sister / Charge Nurse
Responsible for:	Nursing Assistants, Student Nurses
Reports to:	Senior Sister / Charge Nurse
Location:	East Surrey Hospital
DBS	Yes - Enhanced

Job purpose

To support and assist in the delivery of professional nursing care to patients ensuring the highest possible standards of care are received by patients and their carers. Is responsible and accountable for the assessment and planning of care for designated patients from admission to discharge. Utilises and integrates evidence into practice.

Dimensions

Following a period of training and support and in the absence of more senior colleagues to assume responsibility for the ward/department on a day-to-day basis, utilising knowledge of Trust standards, policies and procedures.

To delegate, facilitate and support junior team members on a daily basis dependant on experience.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

<p>Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.</p>	<p>One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.</p>
<p>Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.</p>	<p>Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.</p>

Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Main duties and key responsibilities

- Work within Trust Nursing policies and procedures and professional boundaries undertake all appropriate aspects of Nursing Care required including specific relevant clinical skills gained following appropriate training instruction.
- Be responsible for the assessment of care needs and the development of programmes of care ensuring that these are evaluated and amended as appropriate.
- Actively involve patients, relatives and carers in their treatment and enable individuals to assist in their own recovery.
- Liaise with other clinical areas as necessary for the coordination of patient care and the smooth running of the ward.
- Maintain complete and accurate patient records ensuring that they provide a detailed account of all care provided throughout the patients stay.
- Co-ordinate the discharge process and provide written as well as verbal advice to patients, relatives and carers.
- Provide clinical advice as required to staff, carers and junior colleagues.
- Assist in maintaining and improving patient care by participating in quality initiatives, e.g. Essence of Care, Audit.
- Take day to day responsibility for the clinical area or sub team in a Ward or Department setting or for the total patient care or care of a group of patients in a critical care setting as required and prioritise effectively
- Liaise and maintain excellent communication between the multidisciplinary team, patients, relatives and carers.
- Initiate emergency treatment where necessary and co-ordinate other staff in this process
- Communicate with site co-ordinators in the movement of patients to ensure appropriate allocation and flow.
- Ensures that all medical and emergency equipment is kept in a safe condition and is ready for use when required, and that faulty equipment is reported and/or replaced as necessary.
- Supervise staff and students in the absence of more senior staff
- Act as a role model for students and junior staff, where applicable act as their mentor.

- Attends staff meetings, including team briefings and reads professional/managerial information as required.
- Orientates new staff to the ward and contributes to the ward/departmental orientation programme.
- Be aware of and follow legislation and/or policies and procedures with regard to yourself, patients, other members of staff, equipment and the general public.
- Assist in the investigation of complaints as required.
- Assist in maintaining and improving patient care by participating in quality initiatives, e.g. Essence of Care, Audit.
- Represents team at professional meetings as requested and feeds back information appropriately.
- Takes part in education and training programmes appropriately and feeds back knowledge gained.
- Liaise with senior/managerial staff to bring to their attention any problems identified.
- Maintain own professional competence through on going professional development to include clinical supervision, annual mandatory training, appraisal process and personal development planning
- Use resources effectively in order to provide quality patient care whilst having an awareness of budgetary issues.
- Ensures that the ward/department is clean by making regular checks as appropriate to maintain a high standard and liaises with the housekeeping services manager as required.
- Assists the nurse in charge with the planning of duty rotas to meet the requirements of the clinical area and the needs of the patients.
- Helps identify training needs of other staff and communicates this information to the Ward Manager and assists in the appraisal process.
- Participates and may lead in Nursing and Clinical Audit on the ward.
- Assist with the smooth running of the clinical area by carrying out other duties such as unpacking stores, tidying and cleaning up equipment.
- Participate with link roles as appropriate, e.g. Tissue Viability, Mental Health, Infection Control.
- Ensure privacy, dignity and confidentiality for patients and relatives.
- Communicate sensitive/difficult information and provide support for patients, relatives, carers and colleagues as appropriate.
- Utilising clinical reasoning skills, identify when a patient's condition is deteriorating and ensure that this is escalated and acted upon in a timely manner.

Key attitudes and Behaviours

- Collaborative
- Good communication
- Caring and compassionate
- Respond positively and act promptly

Professional Responsibilities – NMC

1. Be accountable for own professional practice in accordance with NMC Code of Conduct.
2. Ensures own and others practice is in line with NMC Code of Professional Conduct at all times.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

- To work independently within the clinical and professional guidelines and policies laid down by the Trust and by the BADN professional code of conduct.
- Any other duties which become necessary to ensure the smooth running of the department commensurate with the grade of the appointee.
- To carry out duties in a courteous and sympathetic manner at all times.
- To contribute to implementation of Clinical Governance issues within the Department.
- To maintain an interest in updating dental and postgraduate knowledge as required.
- To maintain DCP registration with the General Dental Council and associated CPD

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receives adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding Vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the Medical Director's Office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+ (insert for AfC posts 8b+, consultant and executive roles)

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SaSH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Essential	Desirable	Evidenced by
Qualifications		
<ul style="list-style-type: none"> • RN (Adult) Current NMC registered • Mentor preparation 	<ul style="list-style-type: none"> • ILS • Willingness to undertake relevant clinical course 	Application Form and Certificates
Experience		
<ul style="list-style-type: none"> • Minimum of 12 months post registration experience 6 months of • Evidence of excellent interpersonal skills 	<ul style="list-style-type: none"> • Post registration experience • Taking charge of a Ward • Experience of teaching • Experience in supervision of others 	Application Form and Interview
Knowledge, Skills and Competencies		
<ul style="list-style-type: none"> • Demonstrate competence in clinical skills relevant to the clinical area. • Clinical reasoning and decision making skills • Ability to work with minimum supervision • Evidence of understanding and insight into current issues in nursing and NHS • Is aware of responsibility in relation to NMC Professional Code of Conduct • Excellent communication skills, including written and spoken English • Ability to accurately and efficiently calculate and administer medications • Evidence of self-development • Ability to problem solve, anticipate and forward plan • Computer and IT skills • Knowledge of clinical supervision • Is aware of National and local policies and initiatives which impact on patient and nursing care and is able to demonstrate their application in the ward/department. 	<ul style="list-style-type: none"> • Knowledge of Clinical Governance 	<p>Application and Interview</p> <p>Test</p>
Behaviours and Values		
<ul style="list-style-type: none"> • Flexibility in shift/working patterns to meet the needs of the service • Is able to participate as a team member • Is of good health and good character as per NMC requirements • Willing to accept additional responsibilities as delegated by senior staff • Displays the Trust's Values: <ul style="list-style-type: none"> - Dignity and Respect - One Team - Compassion - Safety and Quality 		Application and Interview