



**Directorate of Primary and Community Care
CORE JOB DESCRIPTION**

JOB TITLE: STAFF NURSE Band 5

LOCATION: LLYNFI WARD
MAESTEG GENERAL HOSPITAL

REPORTS TO: SENIOR NURSE

RESPONSIBLE TO: WARD/DEPARTMENTAL MANAGER

ACCOUNTABLE TO: Lead Nurse

JOB SUMMARY:

To be responsible for the planning and assessment of care needs, the development of care plans, the implementation and evaluation of these care plans.

To carry out all relevant forms of care without direct supervision will be required to demonstrate procedures to and supervise qualified/unqualified staff.

Will be expected to take charge of the ward in the absence of the manager with continuing responsibility.

To develop professional/working relationships with colleagues and other members of the multi-disciplinary team.

To provide and receive routine information which requires tact or persuasive skills and develop a rapport with patients, relatives and carers.

To demonstrate an understanding of the Health Boards Mission Statement and adapt the key principles in providing a quality service.

To supervise junior staff and be able to teach qualified and unqualified staff, including basic and or post registration duties.

To provide high standards of nursing care across all areas of the health board as required.

DUTIES AND RESPONSIBILITIES:

1 Professional Responsibilities

Adhere to the NMC's – 'The Code of Professional Standards and Behavior for Nurses and Midwives' (2015).

Adhere to the principles of Clinical Governance including teamwork, communication, leadership, systems awareness and ownership to enable the organization to provide the highest quality patient care.

Comply with ABMU Health Board Nursing and Midwifery Strategy and Clinical Policies; Corporate and Operational Policies and Procedures and Legislation and Strategy requirements e.g. Health and Safety.

2 Clinical

Take responsibility for the delivery of patient care using systematic assessment criteria without direct supervision.

Undertake a comprehensive nursing assessment of each patient within your own sphere of responsibility. Formulate, deliver and evaluate care plans designed to meet the specific individual needs of each of these patients as aligned with the Fundamentals of Care (Welsh Government 2003).

Communicate effectively with all disciplines involved in planning of patient care.

Deliver the nursing care to meet the needs of patients, as prescribed in care plans.

Supervise, assist and instruct junior staff (both qualified and unqualified) in the provision of nursing care to all patients within the department on a daily basis.

Demonstrate through clinical practice awareness and application of research into current practices. Participate as directed in audit and research projects, with support and supervision of the Senior Nurse on duty.

Maintain personal contact with patients, relatives and carers by using empathy and reassurance skills, promoting effective communication regarding treatment, ensuring that the Health Board's Consent Policy is adhered to.

Ensure correct care and use of equipment, NHS property and patients property and valuables in accordance with the agreed procedures, reporting suspicious of fraud or misuse to the line manager.

Report accidents/unfavorable occurrences and complaints to the Senior Nurse on duty, as soon as possible. Promptly report concerns and clinical risks, either verbally or using the Health Board's risk reporting mechanisms.

Observe confidentiality of information and maintain comprehensive, contemporaneous records in line with policies and guidance such as the NMC's The Code of Professional Standards and Behavior for Nurses and Midwives (2015). Provide and receive reports to and from nursing staff in written and verbal format and where appropriate using Information Technology.

Discuss health promotion and lifestyle changes with patients as part of their care plan to improve health and quality of life.

Monitor and order adequate stocks of drugs, medicines and equipment in line with the departmental policy.

Administration of medicines in line with NMC Guidance and Health Board Policy.

3 Continuous Professional Development

Take responsibility for personal development and education, including statutory, mandatory and in-service training.

Actively seek opportunities to continually develop oneself consistent with the principles of lifelong learning and in line with the professional bodies' Continuous Professional Development requirement.

Update personal knowledge of relevant area of expertise by means of published evidence, Health Board issued protocols and guides, NICE guidance and the Professional Nursing issues/agenda.

Demonstrate practical skills to new and junior members of staff and achieve and maintain clinical competence.

Assist ward clinical leaders and managers in the assessment and compilation of recording of progress of Nurses and learners. Work toward becoming a mentor for learners by sharing knowledge and skill with learners, and maintaining awareness of the curriculum for nursing students.

Identify opportunities to utilize information technology in the provision of patient care and services.

4 General

Performance Reviews/Performance Obligation: You will be expected to participate in the Health Board's individual performance review process (PDR) to ensure continued professional development.

Job Limitations: At no time should you work outside your defined level of competence. If you have concerns regarding this, you should immediately discuss them with your Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

Confidentiality: In line with the Data Protection Act 1998 and the Caldicott guidelines, you will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. You may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

Health & Safety: You are required to co-operate with the Health Board to ensure health and safety duties and requirements are complied with. It is your personal responsibility to conform to procedures, rules and codes of practice; and to properly and conscientiously use all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

Risk Management: The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. You will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

Job Description: This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with you in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

For Clinical Staff Only: All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organizations e.g. GMC, NMC, HPC etc. It is your responsibility to ensure that you are both familiar with and adhere to these requirements.

All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

5 References

NMC – The Code of Professional Standards and Behavior for Nurses and Midwives (2015)
Fundamentals of Care (Welsh Government, 2003)

DIRECTORATE OF Primary and Community Care

CORE PERSON SPECIFICATION

Job Title: Staff Nurse (Band 5)					
Criteria			How Tested		
Qualifications	Essential	Desirable	Application	Interview	Presentation
Current NMC Registration on relevant part of register	√		√		
Diploma or Degree in Nursing or equivalent	√		√		
Evidence of Continuing Professional Development in accordance with Revalidation	√		√	√	
Experience					
Assessment of care and care planning	√		√	√	
Experience with Care of Older People		√	√	√	
Practical skills in patient care	√		√	√	
Experience of dealing with members of the public		√	√	√	
Skills & Abilities					
Good communication skills both oral and written	√			√	
Understanding of the principles of multi-disciplinary team working	√			√	
Basic understanding of I.T.		√	√	√	

Awareness of the importance of confidentiality	√			√	
Personal Attributes					
Enthusiastic, motivated and dynamic	√			√	
Ability to express empathy and build rapport	√			√	
Recognition of the importance of caring for the patient holistically	√		√	√	
Ability to speak welsh		√			