



JOB DESCRIPTION

JOB TITLE:	Staff Nurse
BAND:	Band 5
DEPARTMENT:	Day Surgery Unit
RESPONSIBLE TO:	Senior Sister

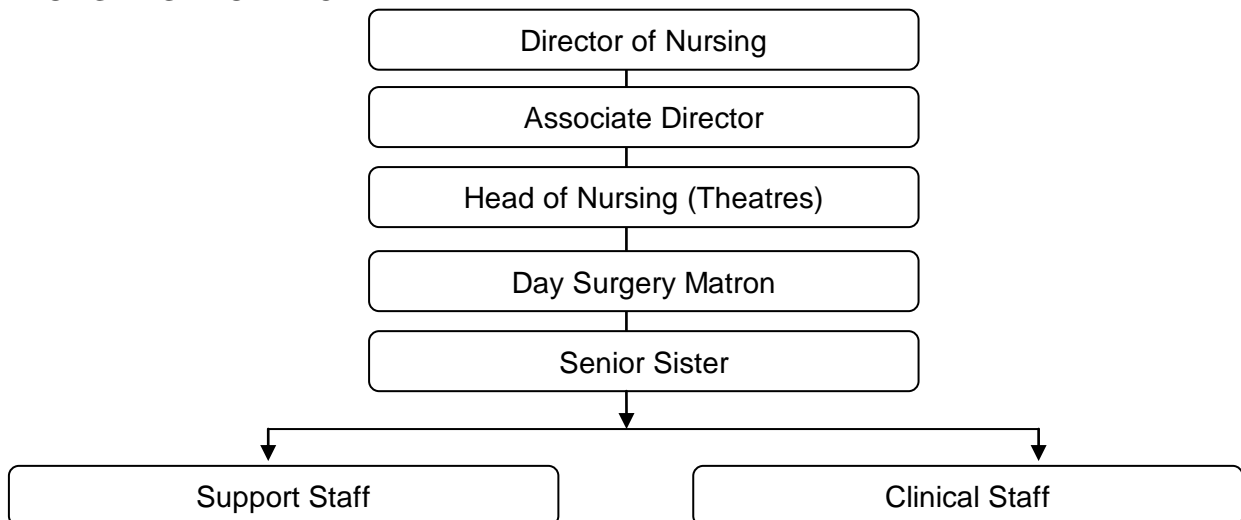
DIMENSIONS OF JOB:

The Day Surgery Unit 2 is a 20 trolley capacity unit. It is also being used as an escalation area ranging from 6 – 12 patients. Patients are admitted for a range of surgical procedures from Gynaecology, Orthopaedic, Colorectal, Upper Gastrointestinal, ENT and Eye surgery.

PURPOSE OF JOB:

- To provide safe effective nursing of patients admitted for day surgical procedures whilst working within a team/ward environment. Responsibilities include the identification, planning, implementation and evaluation of all care provided.
- To rotate between DSU1 & DSU2, the Eye treatment ward, and Pre –operative Department within Frimley Park site as required by Senior Sister.
- Commence effective discharge planning, including nurse led discharge, ensuring appropriate use of hospital resources and constantly looking to maximise patient flow and throughput.

ORGANISATIONAL CHART





KEY TASKS & RESPONSIBILITIES:

Professional

- To identify, plan, implement and evaluate individualised patient care
- To be responsible for maintaining high standards of patient care and contribute to Clinical Audit
- To ensure good working relationships are maintained within your team/ward
- To be aware of the complaints procedure and able to apply it as needed
- To ensure your practice is research-based and keep abreast of current affairs
- To liaise with the team leader and senior nurses on untoward incidents, complaints and ward/staff issues.
- To participate in health promotion.
- To adhere and promote hospital infection control standards.

Human Resources

- To promote good working relationships within MDT also externally/internally
- To assist in teaching programmes for student nurses/new staff/junior staff and contribute towards a conducive learning environment
- Attend ward meetings and help generate new ideas.
- To support your ward sister and team leader and help to achieve high morale
- To undertake training, self-initiated and trust based, ensure you receive annual updates on current legislative/hospital issues e.g. mandatory updates, drug administration, IVs
- To participate in a preceptorship programme, if appropriate, and continued clinical supervision and revalidation

Administrative

- To assist and carry out, as necessary, all administrative and nursing duties, as delegated by Senior Sister
- To act in accordance with policies and nursing procedures as Trust Policy and NMC code of conduct
- To participate in the auditing of patient care and service delivery to ensure a high standard of nursing care
- To work closely with the senior nursing staff regarding hospital and ward issues
- To co-ordinate the team/ward in the absence of the team leader
- To ensure confidentiality of patient records and ensure high standards of nursing documentation
- To assist team leader/Senior Sister/PDN in updating staff of policies and guidelines, and participation in local policy development
- Undertake any other roles commensurate with the grade



Financial

- To use all resources efficiently and effectively

Allocation, Review, Approval of work

- Senior Sister – Management/Training/Core Issues
- Junior Sister – Clinical Issues
- Clinical Matron – Core Service Issues/Operational Issues
- Specialist Nurses – Support and Information
- Appraisal annually including revalidation
- Probationary period (6 months)

This job description will be revised from time to time to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum – available at <http://www.frimleyhealth.nhs.uk/wp-content/uploads/2015/07/Job-Description-Addendum-non-supervisory.doc>




PERSON SPECIFICATION

DEPARTMENT	JOB TITLE	BAND
DAY SURGERY UNIT	Staff Nurse	Band 5

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Registered Nurse with current NMC registration Willingness to undertake Preceptorship Programme (newly qualified staff only) Computer literate 	<ul style="list-style-type: none"> 6 months recent relevant surgical experience Venepuncture and cannulation competency
SPECIFIC COMPETENCIES FOR ROLE e.g communication, problem solving, leadership	<ul style="list-style-type: none"> Assess, plan, implement and evaluate evidence based care The ability to prioritise tasks Effective time management of self and others The ability to problem solve using own initiative Punctuality The ability to adapt to change within the working environment Excellent verbal and written communication skill The ability to work as an effective team member and independently The ability to manage difficult and stressful situations 	<ul style="list-style-type: none"> Leadership skills
PROFESSIONAL/SPECIALIST/FUNCTIONAL EXPERIENCE	<ul style="list-style-type: none"> Recent experience in an acute Trust Evidence of professional development Willingness to participate in the appraisal process 	



VALUES AND BEHAVIOURS	We will expect your values and behaviours to mirror those of the Trust, available at: We will expect your values and behaviours to mirror those of the Trust, available at: http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/FH-our-values-for-internet.docx	
SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• The ability to identify and manage deteriorating patient and escalate appropriately in a timely manner• The ability to work flexible shifts and hours• The ability to supervise and support students and care assistants	