

## Job Description

<b>Post Title:</b>	Staff Nurse
<b>Reports To:</b>	Ward Manager
<b>Directorate:</b>	Operations and Nursing
<b>Salary Range:</b>	Band 5
<b>Date:</b>	October 2012

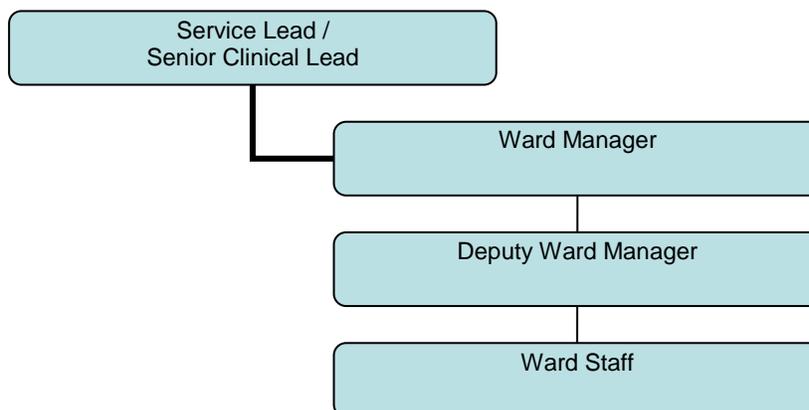
## Job Purpose

To provide nursing care to patients with mental health problems within an inpatient setting, in line with the 6 Areas of Action identified in the Vision and Strategy for Nurses, Midwives and Care Staff (also known as the 6Cs): Care, Compassion, Competence, Communication, Courage and Commitment.

As a qualified nurse the post holder will provide co-ordination, assessments, planning, implementation and evaluation of care for people with mental health problems in the inpatient setting.

The post holder will act as a named nurse. They will work in partnership with the multi disciplinary team and contribute to the continuing development of the service.

## Organisation



## Dimensions

The information in this section should give a feel for the impact of the job.

- a) During a span of duty the Staff Nurse will be responsible for Health Care Assistants, Student Nurses (depending on allocation one student nurse per shift; numbers may vary depending upon the clinical need of patients. They will provide clinical support to staff. There is no budgetary responsibility.
- b) The role of the Staff Nurse is essential to the continuing provision of nurse leadership and in maintaining a high standard of nursing care for older adults with serious mental illness.

## Principal Accountabilities

To practice within the NMC Code of Professional Conduct.

To assess patients well being and related needs.

To plan, deliver and evaluate programs of care.

To be a named nurse and be responsible for care coordination and delivery of care programs for patients on caseload.

To monitor the well being of patients and contribute to protecting individuals whose health and well being is at risk in accordance with local policies eg observation policy, risk management policy.

To establish and maintain effective communication with the multi disciplinary team, service users and carers, about programs of care and routine and daily activities.

To maintain patient confidentiality in accordance with the data protection act and professional code of conduct.

To involve service users, carers and relatives wherever feasible throughout episodes of care, offering choices at every opportunity.

To be conversant with, and practice within, the 1983 Mental Health Act and Code of Practice, including the receipt of section papers.

To maintain clinical records in accordance with local policies.

To monitor and maintain health, safety, and security of self and others in own work area as identified in local policies.

To contribute to quality improvement initiatives, e.g. clinical audit, essence of care.

To take an active part in developing knowledge ideas and to support evidence based practice.

To regularly take charge of the ward, taking responsibility for the clinical area in the absence of deputy/ward manager.

To delegate and supervise the work of junior team members as appropriate to level of ability.

To contribute to the development of junior members of staff and students, promoting an environment conducive to learning.

To participate in regular management and supervision from ward manager/deputy ward manager.

To participate in regular individual performance review (IPRs) and in the production of a personal development plan.

To attend training courses that are mandatory, indicated in personal development plans or required by the needs of the service.

To work flexible shifts including Nights, Weekends and Bank Holidays in accordance with service needs.

## Contacts

### A) **Inside the Trust**

Contacts in the Trust will principally be the nursing team, the nursing staff across site, bank nurses, medical team, social workers, occupational therapist team, other health professionals, and community nurses, senior clinical leads, Hospital Manager and facilities staff.

### B) **Outside the Trust**

Contacts outside the Trust will principally be patients and their relatives/visitors, visitors to the ward, health care professionals from Dudley and Walsall trust student nurses on placement and the emergency services.

## Job Context

- Ensure all necessary documentation, identified in organisational/local policies/ procedures, is completed by self and others as required.
- Ensure an open channel of communication/information to the team and other members of the multi disciplinary team and within your patient group.
- Refer any enquires out of your sphere of competence to the appropriate channels.
- Maintain confidentiality of any information regarding patients/organisation & colleagues.
- Develop nursing practice through the critical appraisal of research, integrating findings, where appropriate, into clinical practice.
- Support nursing and multi-disciplinary research and audit within the Trust.
- Participate in performance reviews of personal development and training needs.
- Maintain a professional portfolio and registration for practice.

- Adhere to statutory requirements and standards identified by the NMC.
- Ensure the environment is conducive to the standards identified for student nurse education and development.
- Report and discuss any professional concerns with the Ward Manager.
- Act as positive role model when carrying out all aspects of patient care.
- Be non-judgmental in your approach to the patient despite difficulties that may present.
- Take time to listen to the patient regarding their concerns, anxieties and needs.

## **General Conditions:**

### **Job Design and Review**

This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder and confirmed via the issue of an updated job description.

### **Confidentiality and Data Protection**

All staff that have access to personal data in relation to patients or staff will be aware of their responsibilities under the Data Protection Act 1998 and will abide by the eight principles of that Act. Any breach of the Act could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Act.

### **Health and Safety**

Individual employees of the Trust and other NHS employees contracted to work on the Trust's premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health and Safety Regulations. In addition, employees must comply with all the Trust's policies relating to Health and Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably, and attend mandatory health and safety training sessions.

### **Clinical Governance**

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate, for quality standards and work towards the continuous improvement in clinical and service quality.

### **Infection Control**

Staff will work to minimise any risk to clients, the public and other staff from healthcare associated infection, including MRSA and C.difficile, by ensuring that they are compliant with the Health and Social Care Act 2008 – Code of Practice for the prevention and control of Healthcare Associated Infections (the Hygiene Code) and by ensuring that they are familiar with the Trust's Infection Control policies located on the Intranet.

### **Diversity**

All staff through personal example, open commitment and clear action, should ensure that diversity is positively valued, resulting in equal access and treatment in employment, service delivery and

external communications. To be familiar with, actively promote and work within, the spirit of the Trust's Equal Opportunities policies at all times.

### **Safeguarding Vulnerable Adults, Children and Young People**

Dudley and Walsall Mental Health Partnership NHS Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults. The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfill these duties post holders are required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating a safeguarding practice and to report and act on concerns that they may have.

### **Patient Experience and Public Involvement (PEPI)**

All staff who interact with the public when delivering NHS services have a responsibility to ask patients about their experience of those services on an ongoing basis. They must then ensure that the knowledge gained is fed through to other staff and/or managers within service areas for action, where appropriate.

Further responsibilities involve staff members in ensuring that service users and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider Trust. Determination of these responsibilities should be in conjunction with your Line Manager and delivered accordingly.

### **Policies and Procedures**

All staff will familiarise themselves with the Trust's policies, procedures and protocols relating to their service and work within the guidelines at all times.

To be familiar with, actively promote and work within the spirit of the Trust's Equal Opportunities policy at all times.

### **Smoking**

The Trust operates a No Smoking policy.