

NR41

**YORK AND SCARBOROUGH TEACHING HOSPITALS NHS FOUNDATION
TRUST**

GENERIC JOB DESCRIPTION

STAFF NURSE

BAND 5

JOB PURPOSE

To provide and be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care. To carry out all relevant forms of care competently without direct supervision.

Communicate with members of the multidisciplinary team to facilitate continuity of care and promote effective team working.

To participate in the teaching, supervision and preceptorship/mentorship of learners and other staff.

In the absence of a more senior nurse take charge of the ward.

The post holder will work in partnership with the Ward / Department Sister to ensure that the standards of nursing care are met at all times. This includes assisting the ward / department Sister and the whole team to meet the agreed standards of hospital cleanliness within the work environment.

Core Values

- Commitment to the development of nursing within the clinical setting
- Commitment to working in a multi-disciplinary team
- Commitment to maintaining high standards of care in accordance with York Teaching Hospital NHS Trust policies and procedures.

Core Behaviours and Skills

- Organisational skills
- Time management skills

- Team player
- Understanding of research based practice – research conscious
- Communication skills
- Ability to act professionally at all times

Core Knowledge and Understanding

- Understanding of the principles of patient centred care

Principal Duties and Areas of Responsibility

Clinical

- Maintain a high standard of patient focused care in accordance with York Teaching Hospital NHS Trust policies and procedures
- Maintain a safe and clean working environment
- Provide assessment, planning, implementation and evaluation of nursing care for patients, ensuring accurate written records are kept.
- Communicate with patients and carers to ensure they have access to appropriate information.
- Promote and maintain positive relationships between all staff involved in the care of the patient
- Act in accordance with the Nursing and Midwifery Council Code of Conduct
- Undertake duties on different wards/departments as and when required by service demands
- Participate in the audit and evaluation of clinical practices in the interests of promoting quality care. Promote evidence based practice where possible.
- Demonstrate personal responsibility for compliance with infection control policies and procedures

Education and Training

- Contribute to the promotion of a positive learning environment with the clinical area.
- Keep up to date with developments, advances and research in individualised patient care and participate in research/educational programmes relating to professional nursing issues.
- Participate in teaching, supervising and assessment of learners and other staff
- Participate in preceptor and mentorship programmes
- Assist in facilitating a positive learning environment on the ward/department
- Actively participate in the development of own personal development plan and performance review

Managerial

- In the absence of the Senior Sister/Charge Nurse, may be required to take charge of the ward/department and to co-ordinate ward/department activities
- Demonstrate prudent use of resources

Health and Safety/Risk Management

All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with the York Teaching Hospital NHS Foundation Trust policies, including Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust Incident Reporting system.

Infection Control

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. The post holder has a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal the post holder will be asked about application of practice measures known to be effective in reducing HCAI.

Equality and Diversity

The post holder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Patient and Public Involvement

The Trust has a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and are to contribute to service improvements based on patient feedback.

Training and Personal Development – Continuous Professional Development

The post holder must take responsibility, in agreement with his/her line manager for his/her own personal development by ensuring continuous professional development remains a priority. The post holder will undertake all mandatory training required for the role.

Respect for Patient Confidentiality

The post holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Communication and Working Relationships

- Matron
- Ward sister/charge nurse
- All grades of nursing staff
- Allied Health Professions
- Medical staff
- Facilities staff

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. It will be amended as necessary in the event of future changes.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. to the post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder will observe all the relevant Infection Prevention and Control policies in carrying out their duties.

The post holder will have, or acquire through training provided by the Trust, the appropriate level of safeguarding and child protection knowledge, skills and practice required for the post and be aware of and comply with the Trust's safeguarding and child protection policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- **Health & Safety:** Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- **Fire:** The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

The post holder will uphold and support York Teaching Hospital NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual, with dignity and respect Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly'.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make a change on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any change will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

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GENERIC RECRUITMENT PERSON SPECIFICATION

STAFF NURSE

Criteria	Essential	Desirable	Evidence obtained from:
Qualifications	Registered Nurse (Level 1 or 2)		Application form NMC
Training	Willing to undergo training as necessary Ability to demonstrate and explain skills to other staff		Application form Interview
Special knowledge	Current issues in health care Standards of Professional Practice	Awareness of speciality	Interview
Behaviours		Capable of lateral thinking	Interview
Practical Skills	Good written and verbal skills Ability to organise and prioritise workload Understanding of skills and knowledge required to develop team members		Application form Interview
Personal Attributes	Enthusiastic and self motivated Committed to working with people Flexible, adaptable		

	Ability to work as part of a team Demonstrate a commitment to self development		
Other requirements	Able to fulfil Occupational Health requirements for the post.		Occupational Health screening