

# SHAPE YOUR STORY

## Recruitment Information Pack





**Our Vision** To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> WELCOMING 	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> ENGAGING 	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> COLLABORATIVE 	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> ACCOUNTABLE 	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> RESPECTFUL 	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> EQUITABLE 	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Job Particulars

<b>Job Title</b>	Staff Nurse
<b>Pay Band</b>	5
<b>Location</b>	Barts Health NHS Trust
<b>Reports to</b>	Matron/Senior Nurse
<b>Responsible to</b>	Senior Sister/Senior Charge Nurse

### 1. Job Purpose

The aim of this post is to provide direct patient care and enhance the well being of patients by developing specific clinical competencies and enhancing knowledge through a lifelong learning approach.

### 2. Key Working Relationships

The post holder will be responsible to the senior sister/Charge nurse role and accountable to the Ward/Department matron. The post holder has responsibility for supervision and mentorship of student nurses and Nursing Assistants/HCSW. Liaison with all nursing staff within your designated work area, all ward areas of the hospital, therapies, medical staff and allied health departments is required of the post holder.

### 3. Main duties, responsibilities and results areas

#### 1. Communication:

- Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.*
- Skilled in communicating with a range of people on a daily basis, some of who may have communication barriers.*
- To be responsible for disseminating Trust policies and information as required.*
- Provides feedback to other workers on their communication at appropriate times*
- A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care*
- The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.*
- Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures*



## **2. Personal and People Development:**

- Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.*
- Engage in the Preceptorship programme either as a Preceptor or a Preceptee.*
- Develops an awareness of clinical supervision/action learning*
- Improve clinical practice through reflection with self or others.*
- With the support of sister/charge nurse through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.*
- Influence the development of knowledge, ideas and work practice.*
- The post holder is expected to develop their IT skills by completing the European Computer Driving Licence (ECDL) qualification*

## **3. Health, Safety and Security:**

- The post holder is required to familiarise him/her with and comply with the Trust's policies and procedures*
- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998)*
- The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment*
- When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of hoists*
- Take appropriate action to manage an emergency summoning assistance immediately when this is necessary.*
- Works in ways that minimise risks to health safety and security*

## **4. Service Improvement:**

- Participate in the development of the ward/department Philosophy of Nursing and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice*
- Develop skills in accordance with the expanded role relevant to the post holder's clinical area (Ward areas to develop specific examples related to speciality)*
- Develops knowledge, understanding and application of their personal leadership skills*
- Co-ordinates the activities of the clinical area when required*

## **5. Quality:**

- The post holder must at all times work in accordance with the NMC Code of Professional Conduct (2002)*
- Participates in research, audit and quality initiatives, e.g. Essence of Care*
- Demonstrates knowledge and skills related to evidence based practice*
- Uses and maintains resources efficiently and effectively and encourages others to do so*
- Monitors the quality of work on own area and alerts others to quality issues*





#### 4. Working conditions

Criteria	Description
<b>Physical</b>	<p>The post holder will be required to use a computer for the inputting of patient details and data. Training in the use of computers will be available. Training in the use equipment for the purpose of patient monitoring will also be provided. The post holder will be required to undertake light physical activity whilst moving and handling patients with physical limitations or who are attached to medical devices.</p> <p>The post holder will be required to undertake light physical activity throughout the shift, with minimal seated activity.</p>
<b>Emotional</b>	<p>Clinical duties within the emergency department can be emotionally challenging and distressing. This is dependent on the case load at the time but can be a daily occurrence for several hours duration. The post holder will be required to support patients/relatives during difficult discussions and throughout the clinical decision making process. There may be a need to deal with patients, relatives and other staff who are tearful/angry/upset.</p>
<b>Working Conditions</b>	<p>The working environment can be noisy and challenging at times, this usually occurs in the afternoon and at night particularly. The patient group within the emergency department is diverse and this can place additional daily demands on staff. There will be daily exposure to body fluids blood, vomit, stools, saliva in the course of the daily care of patients There are occasions when staff are exposed to verbal and threats of physical abuse. This is infrequent.</p>
<b>Mental</b>	<p>The shift pattern is variable throughout the 24 hour period, covering weekends and bank holiday periods. A high level of concentration is required in a fast paced, quickly changing environment to provide a high standard of care to patients. The environment and work load is unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability. There will be frequent interruptions due to the operational nature of the role.</p>



## NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/)

### Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

### Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	RGN/RN  Intravenous accreditation	Prep for mentorship course or equivalent
<b>Experience</b>	Previous ward experience	
<b>Skills</b>	Good interpersonal skills  Ability to work as a team member  Demonstrates clear verbal and written communication skills  Positive attitude and ability to work under pressure  Adaptability to changing workload  Willing to broaden knowledge and learn specific competencies  Ability to respond positively to constructive criticism	Ability to manage own workload



<p><b>Other</b></p>	<p>Ability to self reflect, carry out tasks of own job and identify what further learning is required to do current role more effectively</p> <p>Ability to take an active role in agreed learning activities and keep a record of them</p> <p>Ability to work as part of a multi disciplinary team</p> <p>Ability to communicate with patients in an empathetic manner regarding their treatment and procedures</p> <p>Can demonstrate an enthusiastic, approachable and friendly manner</p> <p>Clear verbal communication between members of the multidisciplinary team</p> <p>Clear and concise written communication</p> <p>Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies</p> <p>Ability to work within set timeframes working to priorities and deadlines</p>	<p>Ability to demonstrate enthusiasm towards teaching and sharing knowledge</p> <p>Understanding of own ability to identify learning needs and interests</p> <p>Ability to communicate effectively at all levels across the ward/department and CAG</p> <p>Ability to support others in maintaining health, safety and security</p> <p>Ability to identify and assess the potential risks involved in work activities and processes for self and others</p> <p>Knowledge of current and emerging NHS strategy and policy</p> <p>Ability to offer constructive suggestions for service improvement</p> <p>Effectively carries out tasks related to evaluating services when asked</p> <p>Ability to monitor the quality of own work</p> <p>Ability to use and maintain resources efficiently and effectively and encourage others to do so</p>
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## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

