

JOB DESCRIPTION : STAFF NURSE (Generic)

JOB DETAILS:

Job Title	Staff Nurse (Generic)
Pay Band	Band 5
Hours of Work and Nature of Contract	30 Hr per week Fixed term
Division/Directorate	Nursing
Department	Maxillofacial OPD
Base	Royal Glamorgan Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward Manager
Reports to: Name Line Manager	Ward Manager
Professionally Responsible to:	Director of Nursing

**MAE EIN
GWERTHOEDD
YN EIN HELPU
NI I FOD AR
EIN GORAU**

**OUR VALUES
HELP US BE AT
OUR BEST**

**RYDYN NI'N
GWRANDO,
YN DYSGU
AC YN GWELLA**

**WE LISTEN,
LEARN AND
IMPROVE**

**RYDYN NI'N
TRIN PAWB
A PHARCH**

**WE TREAT
EVERYONE
WITH RESPECT**

**RYDYN NI I GYD
YN CYDWEITHIO
FEL UN TIM**

**WE ALL WORK
TOGETHER
AS ONE TEAM**

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

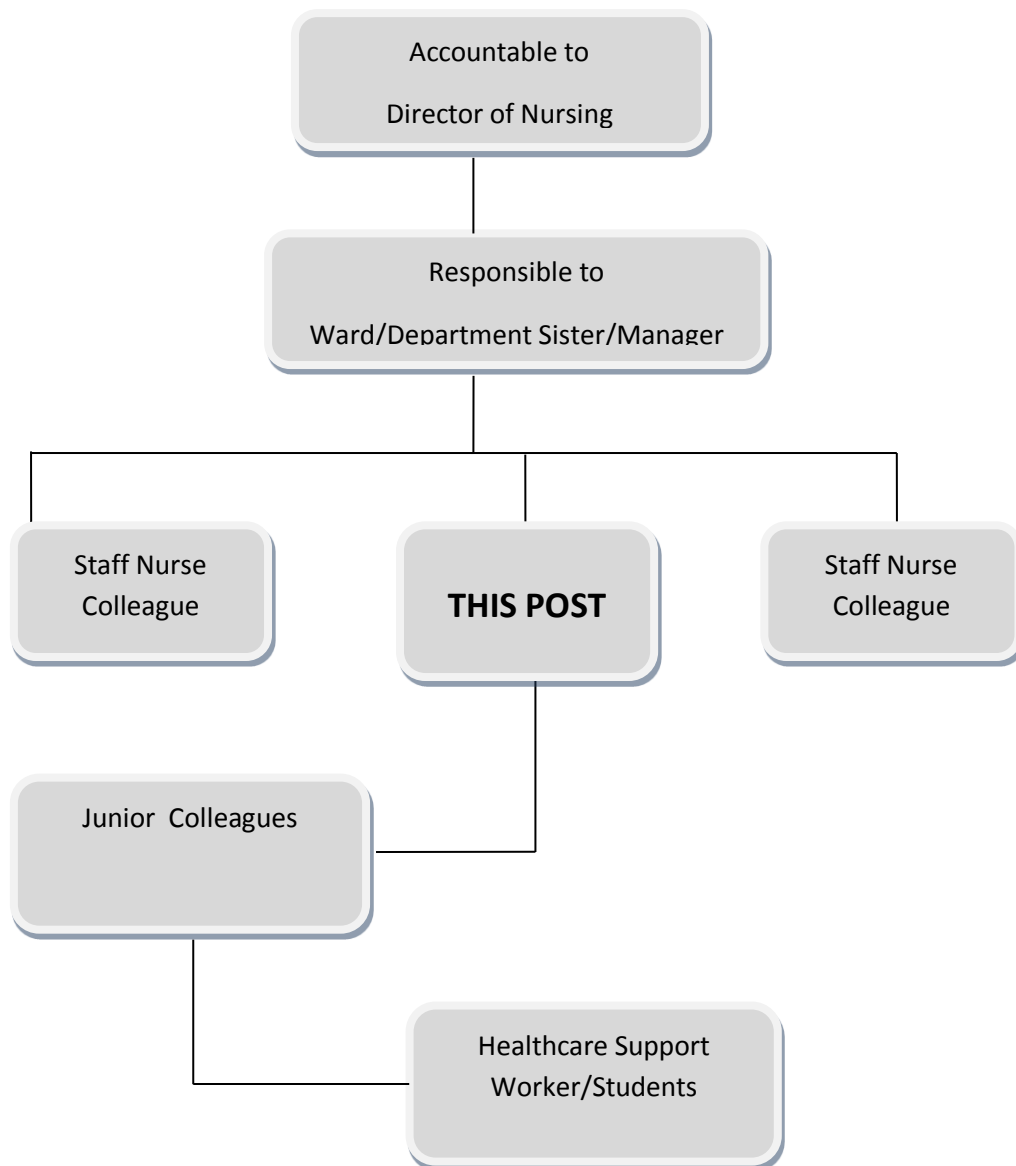
The post is that of Staff Nurse and the post holder will be expected to undertake duties in the Maxillofacial Outpatient Department in either Prince Charles Hospital or Royal Glamorgan Hospital (Base). The post holder will carry out a range of assigned tasks involving direct and indirect care for the benefit of the patient/client in accordance with agreed protocols.

The post holder will be responsible for ensuring that all policies and procedures are observed, and meet Cwm Taf Morgannwg UHB requirements, as well as NMC Standards and Codes of Conduct.

The post holder will:

- Be responsible for the management a group of patients, and occasionally take charge of the ward/department, and its resources for the duration of their duty.
- Be responsible for maintaining high standards of patient care
- Be responsible for ensuring that all policies and procedures are adhered to.
- Be responsible for the support and supervision of junior staff.
- Be responsible for maintaining accurate, current, comprehensive and concise records concerning the condition of the client, in accordance with NMC Standards for Record & Record Keeping and the UHB's Patient Record Policy.
- Liaise with the appropriate Clinical Specialists i.e. Doctors, Physiotherapists, Occupational Therapists and Clinical Nurse Specialists, in relation to individual patient requirements and planned programmes of care.

Organisational Chart



DUTIES/RESPONSIBILITIES:

The post holder will be responsible for the development, and implementation of care packages.

The post holder will undertake assessment, planning, delivery, evaluation and updating of individual plans of care, acknowledging personal beliefs, dignity, identity and preferences of patients/carers.

Communication

Ensure good communication with the multidisciplinary team, medical staff, community nurses, Social Services, Physiotherapy, Occupational Therapy and other

wards/departments, in relation to programmes of care and in particular when discharge planning.

Provide information and guidance pertinent to the plan of care to patients and their next of kin. This will involve providing and receiving complex, sensitive or contentious information where persuasive, motivational, negotiating, training, empathic or reassurance skills are required.

Be expected to participate in ward meetings and handover meetings.

Knowledge & Skills

The post holder will undertake the assessment, planning, delivery, evaluation and updating of individual plans of care, informing and advising the Ward Manager/Deputy of actual or potential problems with regard to patients, staff, visitors, etc. and where necessary, contribute to the appropriate action in resolving such problems on an ongoing basis.

Undertake venepuncture procedures following appropriate training, and on completion of competencies

Plan own day to day workload within the area of responsibility, prioritising and re-prioritising tasks as necessary.

Plan programmes of care for individual patients/clients, in conjunction with other registered nurses.

Enable patients to maintain their personal hygiene through assistance with using the shower/bath, washing facilities, access and use toilet facilities, collecting and disposing of bodily waste.

Participate in detailed discharge planning of patients.

Responsibilities

Will be responsible for the day to day supervision of HCSW staff.

Ensure that UHB and Statutory Policies and Procedures are adhered to and implemented, and report any problems, including proposing changes to working practices or procedures.

Be responsible for storage, administration and recording of drugs, in accordance with the UHB Policies and Procedures.

Be responsible for day to day supervision of HCSW staff, allocating duties as appropriate and providing support and guidance as necessary.

Assist in the reception and care of patients and visitors to the ward/department, including arranging custody and safe storage of patient's personal property/valuables/medication as per UHB Policy.

Have the opportunity to develop own clinical and managerial skills to the benefit of the ward/department, and ensuring that any personal and professional development plans reflect the requirements of the NMC & the UHB.

Maintain accurate, current comprehensive and concise records concerning the condition of the patient in accordance with the NMC Standards for Record & Record Keeping and the UHB's Patient Record Policy.

Be required to access computerised and written information, which informs care e.g. care plans, observation/fluid balance charts, and investigation results such as pathology and radiology.

The post holder has the freedom to act within established parameters; work is managed rather than supervised.

The post holder is required to act independently within UHB and professional guidelines, referring to supervisory management as appropriate. The post holder will be responsible for ensuring that all resources within that area are used to an optimum effect.

Participate in last offices duties as when required.

Ensure that practice is in line with, and reflects the requirement of the NMC Code, and is based on evidence-based practice.

Be expected to participate in audit, supporting and implementing any necessary changes in relation to patient care.

Participate in the UHB Nurse Induction Programme.

Duties laid out in job description are not exhaustive, and you will be asked to undertake other duties commensurate with your grade/banding during your shift.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Registered General Nurse/ Nursing Degree. Evidence of continuous professional development. Ability to demonstrate responsibilities under NMC Code of Conduct.	IV devices. IV additives. ILS.	Application form
Experience	Staff Nurse experience. Previous experience of working in an Outpatient environment.	Taken charge of ward/department.	Application form and interview
Aptitude and Abilities Skills	Excellent communication skills. Able to demonstrate effective verbal communication skills. Ability to work within a team.	The ability to speak or learn Welsh to a satisfactory level	Interview
Personal Qualities	Enthusiastic. Good interpersonal skills.		Application Form Interview References
Circumstances	Flexibility to meet service needs. Amenable to change as required. Ability to travel to all UHB sites.		Application form and interview
Other	Subject to satisfactory DBS check.		

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** The post holder must at all times be aware of the importance of

maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have * direct contact with patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Standard Disclosure Check as part of the Trust's pre-employment check procedure.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

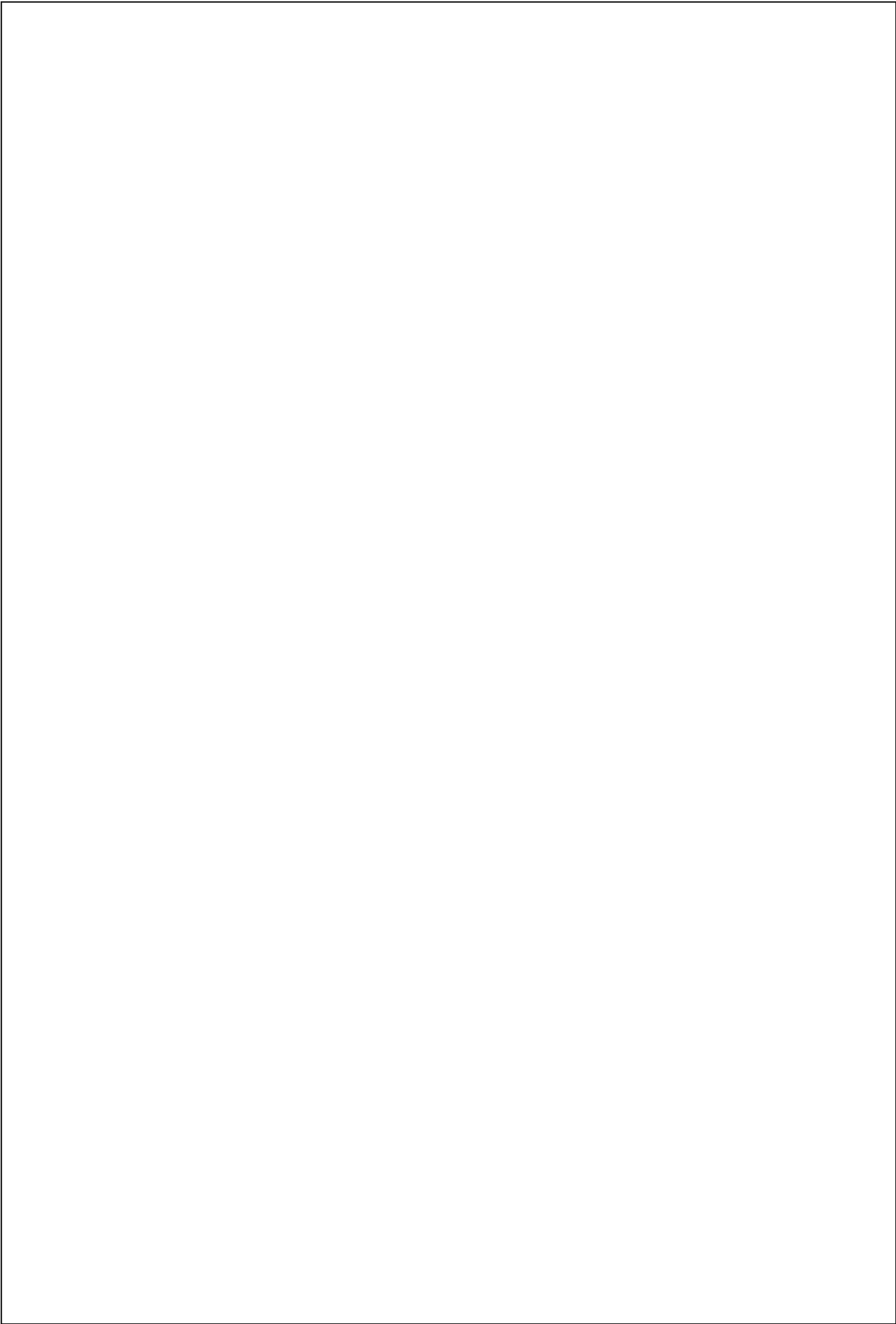
Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____



Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day /week/month?	For how long?	Additional Comments
Frequent requirement to exert moderate physical effort for several short periods during a shift eg. Moving patients using manual handling equipment, moving patients by chair/trolley to other departments.	Every shift	Up to half of shift.	
Requirement to kneel/crouch/bend/reach to undertake some tasks eg. setting up IV, emptying catheter bags.	Every shift	Up to 2 hours	
Sitting in restricted position at computer or desk to update patient records/access results electronically and paper based records.	Every shift	Up to 2 hours	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day /week/month?	For how long?	Additional Comments
Occasional requirement for concentration where the work pattern is unpredictable eg. baseline observations, fluid balance monitoring, venepuncture, ECG recording.	Every shift	Up to 1 hour	
Concentration required when calculating drug/medication dosage and setting up infusions – checking patient details and updating records with information.	Every shift	Up to 2 hours	
Concentration required when writing/inputting patient information into paper based records or computerised records.	Every shift	Up to 2 hours	
Concentration during handover, when giving/receiving patient/client information during handover meetings.	Every shift	Up to 1 hour	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per day/week/month?	For how long?	Additional Comments
Occasional exposure to distressing or emotional circumstances eg. participate in informing relatives/patients of unwelcome news, poor test results.	Twice a month	Up to 1 hour	
Exposure to distressing circumstances when caring for the terminally ill.	Once a month	Could be for duration of shift	
Participating in last offices.	Once a month or less	Up to 1 hour	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per day/week/month?	For how long?	Additional Comments
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Frequent exposure to blood, body fluids and foul linen eg. uncontained body fluids, fleas/lice and foul linen.	Daily	Up to 1 hour	
Occasional exposure to verbal aggression from aggrieved patients/relatives.	Once a month	Up to 30mins	
Use of VDU when updating computer records, viewing results.	Daily	Up to 20mins	