

## Job Description

Job title:	Staff Nurse
Division:	Various
Board/corporate function:	Various
Salary band:	5
Responsible to:	Ward Sister/Charge Nurse or Department Manager
Accountable to:	Chief Nurse
Hours per week:	37.5
Location:	Various

### University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Royal National Throat, Nose and Ear Hospital
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospitals at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

## CLINICAL BOARD

Various

## DIVISION/DIRECTORATE

Various

## Job Purpose

- . To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a named nurse or key worker (with facilitation) for a defined group of patients and take responsibility for:
  - Protecting and supporting the health of individual patients and clients
  - Assessment of care and health education needs
  - Development, implementation and evaluation of programmes of care including discharge planning for each patient
2. Under supervision, to gain experience and skills in:
  - Clinical practice
  - Facilitation and teaching
  - Management (as appropriate)
3. To work in accordance with UCLH Nursing and Midwifery Strategy and Core Standards and contribute towards achieving the Trust's "Top 10" Objectives
4. To maintain effective communication
5. To provide a high standard of holistic patient-centred care
6. \*To take charge of the ward/department in the absence of senior nursing staff following performance review against the agreed KSF outline and progression through the first gateway

*This job description outlines the key contributions of the role of a Band 5 Staff Nurse from entry level (foundation gateway) through to the second gateway.*

*\*Progression between the gateways offers scope to acquire increased management, leadership and teaching skills. Over time the post-holder will be expected to demonstrate additional competencies and undertake further responsibilities; e.g. taking charge of the ward.*

uclh

University  
College  
Hospital

National Hospital  
for Neurology and  
Neurosurgery

Eastman  
Dental  
Hospital

Royal National  
Throat, Nose  
and Ear Hospital

Royal London  
Hospital for  
Integrated Medicine

- **NMC Preceptorship**

*UCLH endorses the NMC recommendation that newly qualified nurses are offered support to make the transition from student and to develop their practice further during a formal period of preceptorship lasting six months; (see UCLH Nursing & Midwifery Core Standard: Preceptorship).*

- **Agenda for Change (AfC) Preceptorship**

*Newly qualified band 5 nurses will have accelerated progression through the first two pay increments in six monthly stages (i.e. they will move up one pay point after six months and a further point after 12 months), providing their line managers are satisfied with their standard of practice. This will be assessed by means of the Trust's*

## **DIMENSIONS**

Key working relationships with all members of the multi-professional team, including nursing and medical staff, allied health professionals and support workers

## **KEY RESULT AREAS**

### **Communication**

- Record observations accurately in accordance with the patients' condition. Interpret and inform the nurse in charge of changing data and respond as directed
- Assist patients to gain access to health and social care, information and support relevant to their needs
- Participate in the promotion and maintenance of effective communication with the patient and their carer(s)
- Provide information which enables patients to make choices about adopting a healthier lifestyle
- Complete patient documentation correctly, appropriately and in a timely manner
- Develop communication skills in order to convey complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events. This includes expanded role responsibilities, following appropriate training
- Maintain patient confidentiality
- Maintain professional boundaries and working relationships with patients and colleagues

### **Personal and People Development**

- Educate patients and their carers as required where a need has been identified
- Participate in annual staff appraisal, staff development and in-service training activities in line with the Knowledge and Skills Framework
- Attend Trust/local orientation programmes, mandatory training sessions and annual updates
- Be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with CPD requirements and maintain a professional profile
- Help maintain a suitable learning environment for staff and act as a facilitator in the supervision and teaching of nursing students and others to develop their competence
- Develop own teaching skills and participate in staff/student education programmes that develop competence and performance
- Assist in the training and development of Health Care assistants and complete assessors training as required
- Act as a preceptor/facilitator/mentor for junior staff nurses

- Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance

### Health, Safety and Security

- Develop an awareness of personal responsibility with regard to maintenance of a clean environment that is conducive to safe, therapeutic and ethical practice
- Be accountable for and ensure own competence in practice, e.g. use of specialised equipment
- Be aware of own personal/professional limitations and seek help of others to maintain safe practice.
- Assist in promoting nursing practice and care delivery in line with relevant research and evidence base and with reference to trust policies and guidelines
- Identify potential risks for all staff, patients and visitors and adhere to relevant incident reporting procedures
- Assist with the safe custody and administration of drugs in accordance with local and Trust policy and legal requirements
- Handle and dispose of all body fluids in accordance with universal precautions

### Service Improvement

- Assist in the development, implementation and monitoring of nursing practice standards, guidelines, policies and care pathways
- Contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards
- Deliver care based on current evidence, best practice and validated research when available
- Contribute to research and development programmes within the ward/department
- Work with the Practice Development Team in developing and implementing best practice

### Quality

- Ensure a welcoming, caring and safe environment is provided for the patient and their family/visitors/carers
- Promote a happy and supportive environment
- Maintain own awareness of the national, professional and local quality issues relevant to the delivery of nursing services
- Uphold quality initiatives that improve 'customer care' and enhance the interface between staff, patients and visitors and other wards and departments within the trust
- Be aware of the role of the nurse in handling complaints in accordance with UCLH policy
- Participate in audit process for monitoring and reviewing nursing quality
- Assist in raising the profile of the "Essence of Care" Benchmarking process and implementing the action plans

## Equality and Diversity

- Carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy
- Recognise the importance of people's rights and act in accordance with legislation, policies and procedures
- Act in ways that acknowledge and recognise peoples' expressed beliefs, preferences and choices; respecting diversity and valuing people as individuals
- Take account of own behaviour and its effect on others

## Assessment and care planning to meet health and wellbeing needs

- Assess, plan, implement and evaluate care for patients and make changes as necessary
- Produce care plans that are appropriate to the patient's needs, monitor and update them
- Plan and co-ordinate patients' discharge arrangements

## Provision of care to meet health and wellbeing needs

- Act as a Named Nurse (with facilitation) and maintain accountability for assessing, planning, implementing and evaluating programmes of care
- Act as an advocate for the patient, providing information and directing them to the relevant support services where appropriate
- Take the appropriate action to address any issues or risks
- Respect people's dignity, wishes and beliefs; involve them in shared decision-making and obtain their consent before undertaking nursing procedures
- Promote a patient focused multidisciplinary approach to care in collaboration with carers, health care professionals and other agencies
- Ensure that treatments prescribed by the medical staff are carried out, and that multidisciplinary team members are informed of changes in the patient's condition
- Ensure safe and timely transfer of patients in accordance with UCLH policy
- Ensure safe discharge of patients in accordance with UCLH Discharge Policy

## Information Processing

- Use electronic patient records (EPR) and develop other computer literacy skills.
- Collect/record data accurately in accordance with professional guidelines and UCLH Core Standards

***The post holder is required to have a minimum of one year's post-registration experience (preferably in the speciality of the ward area) before they may take***

***charge of the ward/department in the absence of senior nursing staff. The following section is key to defining this level of practice.***

### **People Management**

- Take charge of the shift in the absence of senior staff and co-ordinate the multidisciplinary team
- Supervise and support team members and ensure that all patients receive appropriate care



- Develop skills in efficient and effective resource management, e.g. staffing, equipment and materials
- Assist in the assessment and monitoring of staffing requirements and report problems to the appropriate manager
- Report when the availability of supplies falls below an acceptable standard or level

## General

- Adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times
- Comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times
- Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure
- Take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage, and to comply with the Trust's Standing Financial Instructions (SFIs)
- 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
- In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic
- Be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act
- Maintain confidentiality at all times

## Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be expected to actively participate in annual appraisals and set objectives in conjunction with your manager. Performance will be monitored against set objectives.



## Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

### We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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### We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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### We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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### We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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### KSF Outline for Band 5 Nurse

	KSF Dimension, Level and Indicator					
	Dimension Number	Dimension	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicators	Level	Indicators
Core Dimension	1	Communication	3	All	3	All
	2	Personal and People Development	2	All	3	All
	3	Health, Safety and Security	2	All	3	All
	4	Service Improvement	1	All	2	All
	5	Quality	2	All	3	All
	6	Equality and Diversity	2	All	2	All
Specific Dimension		<b>HEALTH AND WELLBEING</b>				
	HWB2	Assessment & care planning to meet people's health & wellbeing needs	3	All indicators with supervision	3	All
	HWB4	Enablement to address health and wellbeing needs				
	HWB5	Provision of care to meet health and wellbeing needs	3	All	3	All
		<b>INFORMATION AND KNOWLEDGE</b>				
	IK1	Information processing	1	All	2	All
		<b>GENERAL</b>				
	G6	People management	1	b), c), d)	1	All

## Person Specification

**Post: Band 5 Staff Nurse**

**Candidate's Name:**

Subset Outline – (SO) \*

\*Essential / Desirable – E/D

Full Outline - (FO) \*\*

### HOW WILL CRITERIA BE ASSESSED? (A)APPLICATION / (T) TEST / (I) INTERVIEW / (R) REFERENCES

REQUIREMENTS	*E / D	How assessed	Met	Not Met	EVIDENCE TO SUPPORT ASSESSMENT
<b><u>1. Knowledge &amp; Qualifications</u></b> a. Registered Nurse Part 1, 2 or relevant section of the register b. Relevant Teaching course (FO)** c. NVQ assessor (FO)**	E D D	A A A			
<b><u>2. Experience</u></b> a. Up to 6 months post-registration (SO)* b. Passed Foundation gateway Level (FO)	E E	A A			
<b><u>3. Communication</u></b> a. Demonstrates awareness of the importance of working as part of a multi disciplinary team. b. Communicates effectively verbally, in writing and in electronic formats c. Communicates with patients and carers in an empathetic manner d. Demonstrates understanding of good practice in Customer Care	E  E  E E	I  A / I  I I			
<b><u>4. Personal And People Development</u></b> a. Demonstrates evidence of professional development in line with KSF, maintains	E  E	A  A/I			

updated Portfolio b. Demonstrates an awareness of the role of facilitator c. Demonstrates evidence of ability to educate others d. Reflective in Practice	E E	A/I A/I			
<b><u>5. Health, Safety And Security</u></b> a. Monitors and maintains health, safety and security of self and others (SO)* b. Promotes, monitors and maintains best practice in health, safety and security (FO)**	E E	I I			
<b><u>6. Service Improvement</u></b> a. Demonstrates awareness of research and evidence-based practice b. Willing to provide support to other clinical areas within the division	E E	I I			
<b><u>7. Quality</u></b> a. Demonstrates understanding of principles of Clinical Governance, e.g. Risk Management, audit & quality	E	A/I			
<b><u>8. Equality and Diversity</u></b> a. Respects the privacy and dignity of the individual b. Understands the implications of Equal Opportunities in practice	E E	I I			
<b><u>9. Assessment and Care Planning to Meet Health and Wellbeing Needs</u></b> a. Prioritises own workload (SO)* b. Prioritises workload of others dependent on experience (FO)** c. Works under own initiative within boundaries of role (SO)*	E E E E	I I I I			

d. Acts on own initiative and problem-solves utilising resources available (FO)**					
<b><u>10. Provision of care to meet health and wellbeing needs</u></b> a. Articulates reasons for desire to work in this clinical areas b. Committed to providing safe, effective and timely patient-centred care in accordance with NMC Code of Conduct and Trust Core standards	E E	A/I I			
<b><u>11. Information processing</u></b> a. Willingness to work with electronic patient records (EPR)	E	I			
<b><u>12. Specific requirements</u></b> <i>(E.g. Relevant qualifications/experience for specialist areas)</i> a. Flexible approach to shift patterns	E	I			
<b><i>*(Essential criteria for nurses who have successfully passed foundation gateway)*</i></b> <b><u>13. People management</u></b> (FO)** a. Takes charge of ward in absence of senior staff b. Able to develop awareness of resource and risk management issues within boundaries of role	E E	A/I I			

**Shortlist: Yes / No**

**Reason:**

**Signatures:**

**Offer Post: Yes / No**

**Reason:**

**Signatures:**