

North Bristol NHS Trust

Exceptional healthcare, personally delivered

Job Description

Job Details

Job Title: Staff Nurse

Grade: Band 5

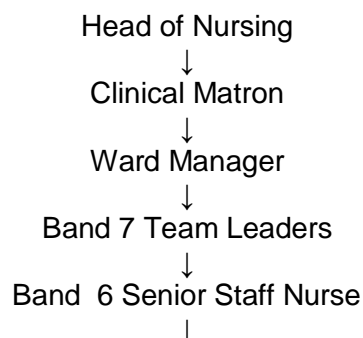
Division: Women and children's

Location/Base: Cotswold ward / Outpatients

Job Summary

- To participate in assessment, planning and delivery of direct patient care within the Cotswold ward.
- To work in collaboration with the nurse in charge and Clinical Matron to ensure the delivery of high calibre of evidence based patient care, and to encourage and develop a flexible work force through the efficient use of facilities, manpower and other resources.
- Be able to rotate into the Cotswold outpatient department as required

Organisation Chart/Accountability



Staff Nurse (This Post)



Health Care assistants/Students/Receptionist

Knowledge, Training, Experience And Skills Required

Qualifications

- Registered General Nurse.
- Teaching and assessing qualification or commitment to undertaking relevant course.
- Additional clinical skills relevant to the clinical area.

Knowledge and understanding of:

- The Nursing and Midwifery Council Code of Conduct.
- Clinical Governance and Clinical Supervision.
- Professional accountabilities and responsibilities.
- Health and Safety legislation applicable to the clinical setting.
- Good resource management.
- The role of the nurse as a member of the multidisciplinary team.
- The care planning process from pre-admission to post discharge.

Experience:

- Postgraduate experience within a relevant clinical area/ speciality, of which at least nine months must be recent/ current.

Skills:

Be able to:

- Establish and maintain professional and therapeutic relationships with patients, visitors and work colleagues.
- Communicate sensitively in difficult situations. Eg breaking bad news
- Communicate in an apt and timely manner.
- Be sensitive to and understand the needs of patients from varying cultural and social backgrounds.
- Make appropriate use of knowledge and clinical ability to recognise changes in patients' physical/mental condition, inform others of identified problems/needs and facilitate solutions to problems/needs.
- Work as part of a team.
- Act independently and be responsible for own actions.
- Organise and plan activities of self and others.
- Use knowledge and skills to provide clinical care that is evidence based.
- Contribute to the development of clinical care within the ward setting.
- Be able to recognise shortfalls within the duty rota and discuss/facilitate appropriate solutions with Senior Staff Nurse, Unit Manager or Senior Nurse.
- To use computer/information technology within the day-to-day activity of the workplace for communication, ordering investigations or collating and presenting information.
- To promote good working relationships with other wards/departments.

Main Duties & Responsibilities Of The Post

Patient Care:

- Take personal responsibility for the nursing care of patients in the clinical setting without direct supervision.
- Ensure that care needs are assessed and programmes of care are developed, implemented and evaluated for a patient caseload. Ensure care is documented accurately at every stage of the process, giving a clear profile of care from admission to discharge.
- Plan and evaluate own working practices.
- Take charge of the unit on a day-to-day basis as required and for a minimum of one shift per week.
- Provide advice and support to junior team members to enable them to carry out delegated duties and understand responsibilities.
- Ensure maintenance of clinical competence/skills of self and recognise shortfalls/developmental needs, feeding this into the IDPR process.
- Ensure clinical competence/skills meet the requirements of Trust Policies and Procedures and are evidence based.
- Ensure all clinical care requirements of patients are communicated effectively at ward handover to allow seamless provision of care from shift to shift.
- Provide information and support to patients/relatives/carers to enable making of informed choices regarding health and social well-being.
- Manage, report and record clinical/critical incidents in line with Trust Policy.
- Participate in Doctors rounds and multidisciplinary team meetings.
- Work closely and liaise effectively with REACT team.
- Undertake technical treatments, procedures, investigations and complex additional nursing procedures.
- Ensure patient safety at all times, e.g. using staff skills appropriately to escort patients requiring nursing intervention.
- Act as or contribute to the role of Speciality Link Nurse to other areas.
- On behalf of the Unit Manager, contribute to speciality teaching outside the ward environment as appropriate.
- Attend team meetings and contribute to discussions relating to clinical care and standard setting.
- Compliance with all infection control policies and procedures will form an integral part of the practice of all staff involved in direct patient care. The staff member will be responsible for locating the infection control manual in the clinical areas and on the intranet. Staff must keep themselves up to date with new policies distributed with subsequent implementation in practice.
- Clinical staff will seek support and advice from infection control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the policies is not applicable.
- All staff will contact occupational health if they are suffering from any form of infection which may put patients and other staff at risk'

Policy and Service Development:

- Implement changes to service delivery as agreed by organisation/unit.

- Ensure that you read new corporate information promptly and encourage others to do so as well.
- Ensure that all Trust policies and procedures are followed at all times.
- Act as unit representative at meetings as appropriate and as requested by unit Manager.

Resource Management

- Ensure resources are used effectively and efficiently.
- Ensure any shortfall in equipment is reported promptly or equipment repaired in a correct and timely manner.
- Complete/maintain personal records as required by the Unit Manager, e.g. annual leave request cards, training records.
- Assist in implementing recommendations of audits.

Education

- Contribute to the facilitation of a suitable educational environment in which to support the development and learning of ward team members and students on placement.
- Act as mentor/assessor to students and/or others on placement.
- On behalf of the Unit Manager, act as a Link Nurse to specialist groups, ensuring feedback to ward team enabling review of practice.
- Participate in teaching students and others as appropriate.
- Act as a Green/Orange Card trainer for clinical equipment.
- Be responsible for using equipment only after relevant training and ensuring that equipment is checked prior to use.

Working Conditions / Effort

- A need to respond to frequently changing needs in the department.
- Exposure to distressing and emotional situations.
- Manual Handling and postural demands.
- Exposure to potential violent and aggressive behaviour.
- Contact with blood and body fluids.
- The need to use highly developed skills and demonstrates a high level of manual dexterity and accuracy.
- The need to work a shift system.
- Rotation to night duty as and when required.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work, which will be further strengthened through becoming a Foundation Trust.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made