

Job Description

Job Title:	Staff Nurse
Base:	Great Western Hospital or Community Hospital
Grade:	Band 5
Reporting to:	Senior Sister/Charge Nurse or Junior Sister/Charge Nurse

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Service	We will put our patients first
Teamwork	We will work together
Ambition	We will aspire to provide the best service
Respect	We will act with integrity

Main Purpose of the Job

The post holder will be responsible for the delivery of high quality care to a defined patient group either within the acute hospital or community based setting. They are responsible for the assessment, planning, delivery and evaluation of evidence based individualised patient care within the boundaries of their role. The post holder will contribute to the continuing development of standards of care including developments of nursing standards and monitoring of outcomes. The post holder will be expected to continue with their own professional development.

Main Responsibilities and Duties

1. Plan, deliver and evaluate compassionate nursing care to meet the patients individualised needs.
2. Ensure the highest standards of care and safety are maintained.
3. To support the nurse in charge with the day to day planning, the delivery of a high quality nursing service and the continuous improvement of that service.
4. To ensure effective communication is achieved and maintained of sensitive information, with regard to the patient assessments and clinical details.
5. To act as a role model, ensuring high quality, professional standards are maintained and delivered at all times.
6. To document observations, assessments, results, decisions and actions. Effectively in patient's notes and communicate these effectively to appropriate members of the multidisciplinary team and as appropriate, to carers.
7. Provide legible and comprehensive patient records to agreed Trust and NMC standards and guidelines
8. To develop and maintain effective communication links with all levels of staff within the Trust and external agencies.
9. To participate in the audit cycle of clinical practices and procedures including infection prevention & control initiatives.

10. Assist in the monitoring and protecting of groups and individuals whose health and well-being may be at risk e.g. vulnerable adults.
11. Promote and maintain the dignity and privacy of patients at all times.
12. To participate and contribute appropriately in research, service modernisation, clinical governance and National Service Frameworks.
13. To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with re-evaluation requirements and to maintain a professional portfolio with evidence of reflective practice.
14. Actively encourage service users & carers for feedback and work with the outpatient team to develop action plans to address issues.
15. To promote best practice and monitor support workers practice.
16. To assist in the orientation and support of new staff and students to the unit, working together as a team.
17. To act as a role model and promote the Trust's STAR values.

Patient Client Care

18. The Staff Nurse will assist in the provision of support to patients and staff in the delivery of individual nursing care in accordance with the Trust policies and procedures.
19. Promote and maintain a safe, welcoming and comfortable environment for the patients, carers, relatives, visitors and staff.
20. Assist in the implementation and delivery of the Trust Carer's strategy.
21. Actively participate in the delivery of nurse led clinical interventions.
22. Participate in the delivery of speciality patient health assessment programme and pre-operative investigations as per agreed protocols.
23. Listen and respond appropriately to consumer feedback in conjunction with Patient Advice Liaison Services (PALS).
24. Participate in effectively managing complaints as per Trust policy.

Budget Responsibilities

25. The Staff Nurse will participate in the efficient and effective use of resources to ensure the quality and cost effectiveness of service provision.
26. Assist the Senior Sister/Charge Nurse in effective budget management.
27. Participate in the appropriate staffing of the clinical area in accordance with agreed staffing model.

Responsibilities for People or Training

28. Maintain knowledge of current best practice guidelines and research.

Other Factors

29. Ensure own compliance with mandatory training and re-validation requirements.
30. Maintain active status on NMC Register.
31. Act in accordance with NMC Code of Conduct and guiding documents.
32. Maintain a professional portfolio.
33. Ensure that the correct methods of moving / manual handling of patients and equipment is utilised.
34. Ability to deal with distressed patients / clients on a regular basis.

Flexibility

This 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, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Supplementary Information

This job description is a guide to the duties and responsibilities for the post holder and is not exhaustive. It is subject to the needs of the service, the content of the job description for this post is subject to review and at least annually as part of the Trust appraisal system.

Person Specification

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The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
STAR Values	We will expect your values and behaviours to reflect the STAR Values of the organisation: Service - We will put our patients first Teamwork - We will work together Ambition - We will aspire to provide the best service Respect - We will act with integrity	
Education, Qualifications and Training	<ul style="list-style-type: none"> First Level Registered Nurse. Current/live registration with the Nursing Midwifery Council. Evidence of continuing professional development. 	<ul style="list-style-type: none"> Diploma/Degree qualification. Teaching/Assessor Qualification e.g. ENB 998 or equivalent. Qualification or experience in teaching and assessing. Leadership qualification
Experience	<ul style="list-style-type: none"> Recent experience nursing patients in an acute / community setting or recently completed a Return to Nursing course. Able to demonstrate effective consolidation of nursing knowledge and practice after qualification and Preceptorship. Working within a multi-disciplinary team environment. Experience within a range of patient/client care groups. 	
Knowledge and Skills	<ul style="list-style-type: none"> Excellent written and verbal communication. I.T. Literate. Ability to document details clearly and accurately. Good interpersonal skills and is able to deal with difficult/sensitive situations. Ability to prioritise and organise own workload. Willingness to undertake training and assessment for further clinical skills. Able to undertake audits. 	<ul style="list-style-type: none"> An understanding of the structure for the delivery for Community and social care services.
Other Job-Related Requirements	<ul style="list-style-type: none"> Good team member, able to complement group dynamics and also work autonomously. Flexible approach to work and routine shift patterns and area of work. Adaptable to changing needs of the service. Self-motivated, compassionate. Willing to work in other areas of the Trust or Trust-wide as and when required to do so. 	

Role Descriptor: Band 5

In order to undertake the permanent band 5 post the following must have been achieved

- ❖ Completed Trust competencies.
- ❖ Mandatory requirements of the role
- ❖ First level registration with the Nursing Midwifery Council

Compulsory

- ❖ Communicate service information concerning patient's condition requiring, persuasive and reassurance skills
- ❖ Work independently
- ❖ Provide appraisals for Band 4, 3 and 2 staff
- ❖ Provide training for other staff
- ❖ Assessment and investigation of patients
- ❖ Delegate tasks to bands 2, 3 and 4
- ❖ Allocates, checks work of staff and raise concerns to senior staff
- ❖ Problem solving
- ❖ Care pathways
- ❖ Parents / Carer teaching
- ❖ Undertake audits
- ❖ Personal Care including catheter care (if required)
- ❖ Nutrition and Hydration support
- ❖ Knowledge and understanding of safeguarding / MHA/MCA in adults and children
- ❖ Chaperoning / support to other health care professionals
- ❖ Setting up clinic rooms
- ❖ Preparing notes for clinic
- ❖ Completion of outcome forms
- ❖ Collect specimens (*routine bodily fluids only*)
- ❖ Moving and handling
- ❖ Documentation
- ❖ Environmental maintenance
- ❖ Cleaning equipment / environment in line with IP&C guidance
- ❖ Performing care in line with risk assessments
- ❖ Escort to other departments
- ❖ Instigate Emergency procedure
- ❖ Completion of accident / incident forms
- ❖ Promote person centred values and provide support for patients wellbeing and fulfilment
- ❖ Observations (*Blood pressure, Pulse, Temperature, Respirations and SOS*)
- ❖ ANTT
- ❖ Recording an ECG which should immediately be given to a register practitioner
- ❖ Escort to different departments or arranged Blood Glucose Monitoring Basic Stoma Care (*long term, existing stomas unless level 3 stoma care award achieved*)
- ❖ Able to deal with distressed relatives, care of end of life needs for patients

Once all compulsory elements have been met the individual band 5 can then decide with their manager to undertake additional skills / tasks relevant to their area of work. The individual band 5 must attend all relevant training and have a completed Trust competency before practising unsupervised. Once assessed competent the individual band 5 must not perform a skill / task unless it has been delegated to them by a registered practitioner on each occasion.

These are the permitted tasks / skills (this list is not an exhaustive list):

- ❖ Cannulation
- ❖ Male/ Female/ Suprapubic Catheterisation
- ❖ Safe Swallow
- ❖ Medication as per Trust policy on safe administration of medicines
- ❖ Tracheotomy Management
- ❖ Suctioning
- ❖ Mentorship
- ❖ Feeding through an NG tube
- ❖ Passing NG tubes
- ❖ Complex wound management including compression bandaging and packing wounds
- ❖ Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions and removal of sutures
- ❖ To complete incident forms where an untoward incident occurs
- ❖ ECG recording and interpreting
- ❖ Provide and receive complex, sensitive/highly complex information
- ❖ Communicate sensitive/highly sensitive condition related information to patients, relatives, empathy and reassurance
- ❖ Contributes to the development of specialist protocols where necessary
- ❖ Designs audits and carries out audits as part of quality assurance
- ❖ **There is a list of clinical skills / competencies that are relevant for each specific area**