

JOB DESCRIPTION

Job Title:	Staff Nurse
Division/Department:	Integrated Medicine/ Cardiac Cath Lab and Day Care
Responsible to:	Clinical Nurse Manager
Accountable to:	Matron – Integrated Medicine
Band:	AFC band 5
Hours:	37.5 hours/week
Location:	Northwick Park Hospital and Ealing Hospital In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

Equality – we value all people equally and treat them fairly whilst recognizing their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.

JOB SUMMARY

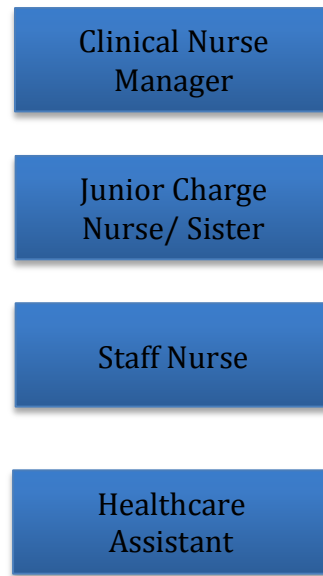
The post-holder will support the team to co-ordinate and deliver a high standard of care to cardiology patients in daycare and the Cardiac catheter lab.

The post-holder will support an environment that promotes excellence in nursing practice and development of high levels of nursing skills.

The post-holder will work collaboratively and co-operatively with the MDT to meet the needs of patients and their families.

The post-holder will work as part of the 7 day working and the 24/7 on call rota for primary PCI when it is established.

3. Structure



Duties and responsibilities

Working Relationships and Communication

- Promote and maintain a customer / patient focused service at all times throughout the nursing team.
- Promote the development of professionalism in the unit through motivation and support of all staff within the broader care team.
- Facilitate and lead a responsive staff communication framework, attending and disseminating information from meetings relevant to the clinical area through a variety of means.
- Coordinates daily activity in clinical area. Promote and maintain effective communication / documentation with within the MDT including consultants, outside agencies and the executive team to ensure optimum care delivery.
- Promote effective communication verbally with patients and families detailing sensitive and emotive issues where appropriate. Provide and receive complex and sensitive information (eg death & dying issues, treatment plans, complaints, and human resource issues). Provide counselling /reassurance to staff, patients and relatives.
- Act as advocate for all patients within the clinical area to ensure those patients / relatives are kept informed of management plans through effective communication.
- To be able to problem-solve communication barriers and act appropriately.

- Be proactive in managing incidences / complaints and respond to both verbal and written complaints in line with Trust policy.
- Audit and evaluate documentation and implement outcomes e.g. working in partnership with others to develop and implement policies and strategies. Maintain confidentiality and adhere to the Data Protection Act / Caldicott recommendations.
- Recognise and have good knowledge of legal implications of nursing and trust policies in line with NMC code of conduct.

Responsibility for Patient/Client Care

- Will work with the nursing team in the overall management of the area, and take particular responsibility for their nominated team and patient care/management.
- Ability to accept responsibility for own actions in accordance with NMC codes of conduct.
- Provide high standards of patient care through effective physical, psychological, social and emotional assessment, and formalize an effective plan of care for the patients with the clinical area based on current research.
- Assume responsibility for the development of junior staff, supporting and acting as an assessor / mentor/ role model within the clinical area.
- Promote health education in the clinical area, advising patients, relatives and staff, referring to other specialists for further information when appropriate.
- Ensures a high degree of knowledge relating to clinical equipment with ability to teach and support staff in their use.
- Maintain knowledge in the recognition and effective response to emergency / untoward clinical incidents or management issues, in line with trust policies.
- Assume responsibility for the monitoring of clinical and environmental standards impacting on patient care including ward (e.g. unit cleanliness, health and safety and infection control).
- Administer medications in line with trust policy (Oral, IV, SC, etc...), and assume responsibility for the safe custody of medicines covered by Control of Drugs Act.
- Perform an extended range of clinical skills and interpret responses that are appropriate to the clinical area.
- Exercise a high degree of personal and professional autonomy and critical judgment.
- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Report and document any relevant nursing/patient needs with other health care professionals with ongoing responsibility for patient care, communicating changes as they occur.

Leadership and staff management responsibility

- Ability to relate to all staff, patients and visitors, demonstrating good listening skills and able to work effectively as part of a team.
- Provide a high standard of care by assessing, planning, implementing and evaluating patient care in close liaison with the multidisciplinary team.
- Deliver information/advice on health promotion to clients, visitors and other staff as necessary.
- Be aware of your competence and acknowledge your own boundaries asking for assistance as required.
- To support health care assistants and learners.
- Recognize and respond appropriately to urgent, emergency or early signs of patient deterioration.
- Act as advocate for the patient, promoting the individuals best interests in all situations.
- Manage and resort untoward incidents in line with trust policy, leading and directing others in the process.

Financial responsibility

- Promote effective budgetary control of the unit/ward through effective resource management (e g pay and non- pay expenditure) and promote cost improvement programs.
- To be responsible for the safe custody of patients property.
- Cooperates with lead nurse in monitoring resources and managing the unit/ward budget.

Service Development and Improvement

- Maintain an up to date knowledge of the professional issues relevant to the clinical area, including management, education, research and development.
- Openly question and challenge nursing practice, facilitating and enforcing changes in practice that will benefit patient care.
- Establish and maintain an active learning environment.
- Facilitate an innovative approach to nursing, encouraging ideas that will benefit patient care.
- Contribute to improvement programs within the service area.

Responsibility for dealing with difficult situations

- Assume responsibility for clinical and professional standards within the clinical area, and challenge and manage those who do not meet or follow agreed standards in line with trust policies.
- Support individuals' equality, diversity and rights in accordance with trust and legal policies.
- Maintain a proactive approach to risk management within the clinical area. Take action to avoid risk to both patients and staff.
- Manage incidents in line with trust policy and foster a "no blame" culture to avoid such incidents in the future.
- Provide support, advice and information to patients, relatives and staff in distressing situations (e.g. performance issues, death and dying, aggression and conflict).
- Effectively deal with complaints at the point of occurrence, take action to prevent complaints from occurring.
- Liaise with other agencies as required (e.g. police and child protection services).
- Recognize and manage situations that may be detrimental to the health and wellbeing of individuals within the clinical area, and take appropriate action.

Physical Working Conditions and Environment

- Undertake and support others in the regular provision of invasive procedures that carry the risk of body fluid exposure.
- Promote barrier-nursing methods to prevent infectious and communicable conditions from being transmitted.
- Assist in the physical movement of patients in line with trust movement and handling policy, and promote safe working.
- Ensure compliance from all staff in relation to infection control, fire safety, COSHH regulations, health and safety, and managing aggression.
- Ensure compliance from all staff in relation to effective rest periods away from the clinical area.

Knowledge, Training and Education

- Registered nurse with current NMC registration, who is responsible for maintaining this in accordance with professional requirements,
- Professionally responsible for maintaining skill appropriate for the clinical area through up to date mandatory training, and professional qualifications.
- Demonstrate an effective teaching style.

- Maintain and develop specialist knowledge in the field of practice underpinned by sound theoretical knowledge and practical skills.
- Ability to carry out a full and comprehensive system review of a patient's physical condition utilizing information from many sources.
- Proficient and competent in IV drug administration, BLS, ILS, emergency procedures, invasive procedures, ECG acquisition and analysis of blood results.
- Use assessment skills to effectively manage and plan the safe discharge of patients, in partnership with the MDT and community services.

Any other aspect of the role

- Will be required to attend meeting relevant to clinical area held across the Trust.
- Liaise with other departments and agencies in order.

Generic Responsibilities

To comply with all Trust Policies and Procedures copies of the current policies and procedures are available from the HR Department or on the Intranet.

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favorable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy

- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. Northwest London Hospitals NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.

Role Profile Agreed In Partnership Between:

Job holder's name:
(Or group representative)

Matrons name:

Signed:

Signed:

Date:

Date:

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorized person(s) or organizations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

PERSON SPECIFICATION

Job Title: Staff Nurse

Division/department: Integrated Medicine – Cardiac Catheter Laboratory and Day Care

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level or desire to do so • Evidence of continuing professional development • Current registered nurse with NMC 	<ul style="list-style-type: none"> • Mentorship qualification or evidence of supervision of staff or students
Knowledge & Experience	<ul style="list-style-type: none"> • IT Literate • Effective verbal, written and electronic communication • Excellent aseptic technique • Hospital experience at band 5 level 	<ul style="list-style-type: none"> • Experience in implementing improvement in practice • Leadership skills • Previous Cardiology Experience
Skills, Abilities and Attributes	<ul style="list-style-type: none"> • Ability to work with the multi - disciplinary team • Self – motivated and able to motivate team • Committed to providing the highest quality of care • Interest in cardiology 	

Person specifications should be kept to a maximum of 25 bullet points

Job description and person specification drafted / amended by:

Name:

Designation:

Date:

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	