

# Job description

## POST

Band 6 Nurse / Junior sister – St Margaret's Ward

## SALARY

£35,392 - £42,618 pro rata per annum

## CARE GROUP

General and Specialist Medicine Care Group

## BASE

Queen Elizabeth the Queen Mother Hospital, Margate, Kent

## CONTACT

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## Welcome to East Kent Hospitals

St Margaret's Ward is a 28 bedded ward 3 bays of 9 beds and 1 side room.

This care is given by a team of dedicated Nurses, Therapists and Doctors who work in partnership with a wide range of the multidisciplinary team in order to give the highest standards of person-centred care at all times.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

### About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



# Registered Nurse

## Role specific duties

### **Professional**

Provide professional leadership, advice and guidance to junior nurses and healthcare assistants and foster collaborative partnerships with other disciplines.

Communicate effectively with patients and their relatives, ensuring accurate and seamless information is conveyed and documented

Assist in the maintenance and monitoring of agreed standards, ensuring that any shortfall is brought to the attention of the line manager.

Ensure that all quality initiatives within the nursing environment are adhered to and that the highest standards of care are maintained at all times.

Assist in the development of clinical protocols ensuring that these are reviewed in accordance with the needs of the service in conjunction with the Ward/Unit Manager

Ensure that accurate and legible patient records are kept in line with professional and legal requirements.

Promote and maintain effective working relationships and communications with consultants, medical staff, nurse colleagues and other multi-agency professionals.

### **Clinical**

Undertake nursing assessments competently.

Act as the identified nurse for a group of patients by assessing, planning, implementing and evaluating their care.

Supervise more junior members of staff in giving and maintaining high standards of care.

Regularly take charge of the ward in the absence of a more senior member of staff.

Demonstrate leadership in supporting the patient pathway.

Act as the patients' advocate.

Liaise with all members of the multidisciplinary team

Participate in taking an active role in planning effective, timely, and safe discharges.

Be clinically competent in all areas of advanced practice relevant to the post.

Work to eliminate all avoidable infection by acting as a role model in infection prevention and control to all staff, visitors and patients.



Work in accordance with the Health Act (2006) and comply with national and local infection control policies and procedures and any other related infection prevention policies or procedures.

### **Research and Training**

Assist in developing a research and evidence-based approach to all nursing practice linking with Trust-wide colleagues.

Seek opportunities to create changes, which will enhance standards of care and practice.

Help to facilitate the development of reflective practice.

Participate in research projects within the ward/unit.

Participate in the development and delivery of appropriate training materials / programmes to promote professional development.

Provide training and support to new and junior staff in accordance with Trust policies and procedures.

Act as mentor to student nurses and / or NVQ assessor.

### **Quality**

Contribute to monitoring of quality improvement metrics to measure quality of care.

Take part in regular audits of nursing standards and practice.

Take a lead role in monitoring the quality of care in your local area.

Assist in the investigation and resolution of complaints in relation to patient care, reporting to the ward/unit manager

Monitor all aspects of clinical governance locally including clinical incident reporting.

Regularly assess and act on the views of patients, relatives and staff about the standards of care experienced by recipients of the service.

Involve patients in their care and ensure their understanding of treatment plan and care options before gaining informed consent for care delivery and interventions.

Ensure that Privacy and Dignity of patients is maintained at all times and work to minimise mixing of male and female patients and sharing of bathroom / toilet facilities.

### **Management**

Remain 'cost aware' and utilise equipment and resources in a cost-effective way.

Make recommendations where it is evident that appropriate changes may improve efficiency.

Be aware of the sickness / absence control procedures and participate in any initiatives to reduce sickness absence.



Participate in department meetings when required and join the 'exchange of information' necessary to be involved in decision making processes at the relevant level.

Keep abreast of relevant information which may affect your area of responsibility and act as a resource for other members of the team, acting as a link nurse where appropriate

Act as an innovator for the department to facilitate the provision of a flexible and responsive nursing service.

### **Personal Development**

To keep abreast of current professional issues and maintain the knowledge and skills necessary to perform your role effectively.

Develop and maintain a professional portfolio

Ensure compliance with professional expectations as outlined in the NMC Code of Professional Conduct.

To participate in an annual appraisal with relevant reviews and to follow your personal development plan as agreed with your Ward Manager.



## Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

## Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to

demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

## Our NHS People Promise

We are committed to the NHS People Promise. We want our culture to be positive, compassionate, and inclusive – and we all have our part to play.

## Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

## How to apply

For more information or to arrange to visit us, please contact ward staff on 01843 224587



## Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	Registered Nurse	Completion of Preceptorship  Further degree courses  Practice Supervisor	Application form
Clinical skills and experience	Recent clinical experience in an acute Trust Delivery of evidence-based practice Demonstrates patient focused approach	Previous experience at Band 5 within specialty  Evidence of facilitating learning in practice  Evidence of on-going personal + professional development	Application form Interview Professional profile
Governance	NMC Code of Conduct Essence of Care Basic IT skills Well-developed verbal & written communication skills Ability to develop working relationships with others Time management and personal organisation skills	Local nursing standards  National Patient Survey	Application form Interview Professional profile
Personal/professional attributes	Calm under pressure Ability to work flexibly and collaboratively Good interpersonal skills Understanding of own limitations and seeks management support when appropriate	Ability to work on own initiative using sound decision-making and problem-solving skills	Interview
Other requirements	Uphold Trusts Values		Application form Interview

## The small print

<b>Band</b>	6
<b>Salary Scale</b>	£35,392 - £42,618 pro rata per annum Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.
<b>Hours of work</b>	37.5 hours per week
<b>Annual Leave Entitlement</b>	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):  On Appointment = 27 days After five years = 29 days After ten years = 33 days
<b>Pension Scheme</b>	As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.  Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.
<b>Contractual Notice</b>	Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice
<b>Probationary Period</b>	New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time, you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.



## Dimensions

<b>Financial and Physical</b>	Manages	To have an understanding of local resource management and the cost implications of service delivery
	Impacts	
<b>Workforce</b>	Manages (Bands and WTE)	Responsibility for supporting junior nursing colleagues and healthcare assistants within the nursing team.
	Located	
	Impacts	
<b>Other</b>		Flexible approach to working patterns. All terms and conditions are in accordance with the Agenda for Change national terms and conditions

## Communications and working relationships

Internal	Patients Relatives Clinical Ward team Ward Manager Ward Managers Assistant Ward Clerk Medical staff Matron Nursing staff in same directorate and in other wards and departments Site Clinical Managers Clinical Nurse Specialists Directorate Lead Nurse Business manager / Clinical Services Manager Nursing and Quality Physiotherapists Occupational therapists Domestic staff Porters
External to NHS	Visiting Clergy Care Managers Primary Care staff (GPs, Practice nurses, district nurses, community matrons) Canterbury Christchurch University Link Lecturers Ambulance personnel Coroners officers Volunteer staff
Other	N/A





## Environment

Category	Description/Definition	Frequency/Measures
<b>Working Conditions</b>	This post involves walking or standing for most of the shift. Frequent contact with bodily fluids when providing personal care	Frequent  Frequent
<b>Physical Effort</b>	This post involves walking or standing for most of the shift, pushing or pulling trolleys or commodes, kneeling and crouching to dress wounds, and manoeuvring patients	Frequent
<b>Mental Effort</b>	Frequent concentration is required i.e. checking documents, and calculating drug dosages	Frequent
<b>Emotional Effort</b>	Dealing with distressed relatives, caring for patients who are extremely unwell, caring for the terminally ill. Managing dementia or confused patients with challenging behaviours.	Frequent  Frequent

## Most challenging part of the job

To maintain credibility and flexibility as a competent practitioner in an ever-changing environment, while continuing to develop professionally in line with the demands of a responsive nursing service focussed on the needs of patients.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

