

JOB DESCRIPTION

Job Title:	Staff Nurse	<i>HR use only</i> Job Reference Number
Report to:	Ward Sister/Charge Nurse	
Accountable to:	Matron	

Job Purpose:

To be an active member of the team, providing holistic care in a safe environment to paediatric patients and their families.

Job Statement:

To assess, plan, implement and evaluate individualised patient care ensuring that this is appropriately, adequately and safely documented.

Carry out nursing procedures

Provide clinical supervision to other staff and students.

Care must be in adherence to local and national policies.

To ensure that relationships and own behaviour is managed in line with the Trust competencies and NMC code of conduct.

Demonstrate a continued commitment to development.

Organisational Chart

The organisational chart is a template, designed to be adapted. All departmental charts should show the link between your department and the Trust Board.



1. Communication and Relationships

Provide and receive complex, sensitive information e.g. during Nursing and Multi-disciplinary Handover reports to ensure continuity in care and the delivery of high standards of care.

Actively participate in ward rounds with Medical Staff and members of the inter-professional team, ascertaining treatments to be carried out and support discharge planning.

Communicate sensitive condition related information to patient's and their relatives/carers as required some of whom may have communication barriers therefore use the most effective means of communication appropriate to the situation and individuals involved.

Liaise with other wards and departments e.g. Physiotherapy, Pharmacy, Social Workers, etc. To observe complete confidentiality of all information including awareness and adherence to the legal requirements of the Data Protection Act.

Keep accurate and complete records of activities and communications consistent with legislation, policies and procedures.

Participate in team meetings to keep yourself up to date and share knowledge and ideas with colleagues.

2. Analysis and Judgement

Present facts and report changes in a patient's condition to senior nursing and/or medical staff.

Ensure that any delegated responsibility you accept you are appropriately trained to carry out and ensure others have the appropriate skills to carry out any task you delegate to them.

Participate in promoting and maintaining a safe environment for patients and staff.

Use the electronic incident reporting system to log all accidents and incidents in line with Trust policy.

Where able immediately address any complaint or concern raised by a patient or relative. Refer those you cannot resolve to the Ward/Deputy Sister(s)/Charge Nurse or PALS.

3. Planning and Organising

Organise your own time and workload effectively and that of junior staff and students. For example: co-ordinating ward activities, supervising staff and allocating work to other staff in the absence of the Ward Sister/Deputy Sister/Charge Nurse ensuring effective use of time,

money and resources. This will include facilitating the admission, discharge and transfer of patients to and from the ward.

4. Patient and Client Care

Assess, plan, implement and evaluate individualised patient care ensuring that this is appropriately, adequately and safely documented.

Act as a Primary/Named Nurse to a group of patients and support others where necessary. Ensure patients receive individualised care.

Carry out nursing care and procedures competently and to a high standard.

Be competent in the use of all equipment used in your area e.g. infusion pumps and vital signs monitors.

Assist medical staff with procedures as required.

Obtain pathology specimens and forward for analysis in a safe and appropriate manner in accordance with Trust policies.

Be competent in infection control practices as per trust policy e.g. safe waste disposal, universal precautions, isolation techniques.

Be aware and practice safe manual handling as per Trust policy, maintain own competence through attendance at mandatory and in-house training.

Participate in agreeing, setting and maintaining high personal and professional standards of care and conduct.

5. Service and Policy Development

Professionally responsible for adhering to Trust policies and procedures.

Ensure junior staff are aware of and comply with Trust policies.

6. Managing Financial Resources

Be aware of own personal duty of care in relation to equipment, resources and maintaining stock levels.

Maintain safe custody of medicines including controlled drugs.

Adhere to Trust policies in respect of the handling of patient's valuables.

Ensure before signing any Bank/Agency time sheet that the information it contains is accurate and complete.

Adhere to the Trusts standing financial instruction.

Have knowledge of specific supplies used in your work area, i.e. Intravenous lines, catheters, ECG Electrodes, etc and know how to order supplies if stock levels are low.

Plan, organise, prioritise and control work, ensuring effective use of time, money resource.

Have knowledge of paediatric specific supplies in area i.e. intravenous lines, catheters, chest electrodes etc and re-order if the stock is below the required minimal levels.

Have knowledge of general stock supplies in area and initiate re-ordering via logistics top-up service, or prevent over stocking of supplies.

7. People Management and Development

Fulfil the role of a link nurse for a designated subject area, acting as a resource and disseminate information to staff.

Manage own behaviour to achieve results and develop and maintain effective working relationships with others.

Ensuring all staff are aware of Health and Safety requirements and their own responsibilities in respect of this.

Act as a supervisor/mentor to student nurses ensuring their learning needs are met after taking appropriate mentorship course.

Act as a mentor/teacher to junior staff e.g. newly qualified nurses during their preceptorship period and HCA's undertaking NVQ training after taking appropriate mentorship course.

Attend mandatory training; mandatory updates, in service training days and courses for improving and updating own knowledge as per departmental skills profile e.g. the ability to perform cannulation and venepuncture.

Ensure own NMC Revalidation requirements are attained and your professional NMC registration is maintained.

Personally adhere to and ensure junior staff are aware of and comply with relevant hospital policies, health and safety requirements, ward specific policies, protocols and guidelines and their and your individual role and responsibilities in respect of emergency procedures, i.e. cardiac arrest, fire, etc.

With the support of the ward and deputy sister(s) undertake appraisals for staff following completion of the appraisal skills study day.

8. Information System use and management

The post holder must at all times respect patient confidentiality, maintain the safe custody of medical and nursing records including electronically stored data in line with the requirements of the Data Protection Act (1998).

Be willing to undertake computer skills training and assist with delegated administrative and organisational tasks as agreed with ward sister.

Use an email account and the Trust Website to keep self informed.

9. Involvement in Surveys and Research

Undertake surveys and audits as directed by Deputy/Ward Sister

Be involved in collection of data for the local or national surveys e.g. Patient Satisfaction surveys.

10. Freedom to Act and Autonomy

This role is expected to follow standard procedures and policies.

To assess, plan, implement and evaluate care for paediatric patients within own accountability.

Responsible for following policies and procedures as defined by the Trust.

General compliance:

1. To comply with all Trust Policies and Procedure, with particular regard to
 - Risk Management
 - Health and Safety
 - Confidentiality
 - Data Quality
 - Freedom of Information
 - Equality Diversity and Inclusion
 - Promoting Dignity at Work by raising concerns about bullying and harassment
 - Information and Security Management and Information Governance
 - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
 - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
 - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
 - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
 - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

PERSON SPECIFICATION

Key Skills required undertaking this role.	On Appointment (Essential)			After 12 months in post			At 2 nd Gateway (Desirable on appointment)			How this will be measured.
Qualifications and role specific knowledge*	RN/RSCN/ RN child with current NMC registration Good basic education including use of English and Maths Basic IT skills			Maintained NMC registration Completion of ward induction pack Completion of Trust Induction and mandatory training Completion of Food Hygiene course Completion of relevant e-learning modules including stock ordering.			Contribute to own personal development Completion of relevant post basic education module (with Level 5 credit) or Practicing at Level 5 standard in practice. Completion of required Trust Mandatory training updates.			A review at annual appraisal Electronic training records
Safeguarding Children **	1	2	3	1	2	3	1	2	3	
Physical Skills	Physically capable of performing the role and responsibilities expected of the post holder e.g. manual handling of patients			Attend annual update and complete e-learning modules, as required in relation to manual handling			Attend annual update and complete e-learning modules, as required in relation to manual handling Able to physically perform all aspects role and responsibilities			A review at annual appraisal/more frequently where indicated Record of attendance/completion of mandatory manual handling training Electronic training records
Dementia Awareness	Level 1			Level 1			Level 1			

PERSON SPECIFICATION

Aptitudes	<p>Able to use initiative to cope in a variety of situations</p> <p>Good time management skills</p> <p>Ability to maintain effectiveness under pressure</p> <p>Able to work as part of a team</p> <p>Act in ways that support equality and diversity</p>	<p>Maintain own and others health, safety and security</p>	<p>Support equality and value diversity</p>	<p>A review at annual appraisal/more frequently where indicated</p>
Abilities	<p>Be willing to take part in training and development opportunities</p> <p>Ability to adapt to change within working situation</p> <p>Able to be flexible in relation to service demands</p> <p>Able to demonstrate knowledge of Safeguarding ethos, and be confident to express concerns to more senior staff, should they arise</p>	<p>Make changes in own practice and offer suggestions for improving services</p> <p>Maintain the quality of own work</p> <p>Assist in the assessment of people's health and wellbeing needs</p> <p>Help people meet daily health and wellbeing needs</p> <p>Undertake care activities to meet individuals' health and wellbeing needs</p> <p>Prepare and administer medication as prescribed</p> <p>Assist with the maintenance and monitoring of environments, buildings and/or items</p>		

PERSON SPECIFICATION

Communication Skills	<p>Communicates with a limited range of people on day-to-day matters</p> <p>Able to demonstrate a high level of understanding of confidentiality</p>	<p>Working towards communicating with a range of people on a range of matters</p>	<p>Communicate with a range of people on a range of matters</p> <p>Able to reflect on and address; barriers to communication; provide feedback to others on their communication at appropriate times; keep accurate and complete records of activities and communications consistent with guidelines, policies and procedures, having received the appropriate training</p>	

* = State knowledge required in terms of level of competence NOT X years' experience, as this is age discriminatory.

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form.

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title: Staff Nurse

Ward/Dept and Site: St Marys

Date Completed: 14th July 2021

1. General Information about the post.

Location	%	Location	%	Location	%
Office based	10	Home		Outpatients Clinic	
Laboratory		Kitchen		Community based	
Ward area	80	Stores	10	Workshop	
In a vehicle				Theatre environment	

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.	20	Required to be in a building on their own for periods of time	
Working hours					
Full time	100	Part time			
Office hours		Hours worked as a shift	100	Hours worked at night	25%
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time	20	Required to concentrate for short periods of time	20		
Interruptions throughout the day		Constant	20	Occasional	40

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Working in bad weather e.g. when it is windy or/and raining.					x
Excessive temperatures					x
Unpleasant smells/odours				x	
Noxious fumes				x	
Excessive noise &/or vibration				x	
Use of VDU more or less continuously			x		
Unpleasant substances/non-household waste			x		
Infectious Material/Foul Linen			x		
Body fluids, faeces, vomit, blood			x		
Dust/dirt			x		
Humidity				x	
Contaminated equipment or work areas			x		
Driving/being driven in normal situations					x

Driving/being driven in emergency situations					x
Fleas or lice			x		
Exposure to dangerous chemicals/ substances in/not in containers			x		
Exposure to aggressive verbal behaviour where there is little/no support			x		
Exposure to aggressive physical behaviour where there is little/no support			x		
Exposure to risks that could result in an acute traumatic injury			x		
Undertaking exposure prone procedures			x		
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Processing (e.g. typing/transmitting) news of highly distressing events			x		
Giving unwelcome news to patients/ clients/carers/staff				x	
Caring for the terminally ill			x		
Dealing with difficult situations/ circumstances			x		
Designated to provide emotional support to front line staff					x
Communicating life changing events					x
Dealing with people with challenging behaviour			x		
Arriving at the scene of an accident					x
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Working in uncomfortable/ unpleasant physical conditions			x		
Working in physically cramped conditions				x	

Lifting weights, equipment or patients using mechanical aids			x		
Lifting weights/ equipment or patients without mechanical aids			x		
Making repetitive movements			x		
Climbing or crawling					x
Manipulating objects					x
Manual digging					x
Running					x
Standing/sitting with limited scope for movement for long periods				x	
Kneeling, crouching, twisting, bending or stretching				x	
Standing/walking for substantial periods of time			x		
Heavy duty cleaning				x	
Pushing/pulling trolleys or similar			x		
Working at heights				x	
The job requires to be trained in control and restraint.			x		

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Carry out formal student/ trainee assessments			x		
Carry out clinical/social care interventions			x		
Analyse statistics					
Operate equipment machinery					
for more than ½ a shift				x	
for less than a shift				x	
Give evidence in a court/tribunal/ formal hearings					x
Attend meetings (describe types of meeting and post holders role)				x	
Carry out screening tests/ microscope work				x	
Prepare detailed reports					x
Check documents		x			
Carry out calculations		x			
Carry out clinical diagnosis					x
Carry out non-clinical fault finding					x

Signed by post holder*: _____

Date

Signed by line manager: _____

Date

* in the case of new jobs this will have to be an 'estimate' of the demands of the role.