

## Identification of Service Centre/Directorate

### Job Description

**Job Title:** Staff Nurse Nye Bevan Unit (Emergency Surgical Assessment)

**Band:** 5

**Hours of Work (p/w):** 37.5

**Service Centre/Directorate:** Surgery Division

**Base:** St George's Hospital but the post holder may be required to work at any of the Trust's sites.

**Accountable to:** Head of Nursing

**Reports to:** Ward Sister/Charge Nurse

**Responsible for:** Providing excellent, high quality and safe care to service users on the ward/unit. Working with the team to ensure the service is delivered efficiently and fulfils its goals. Ensuing your own personal and professional development as well as supporting that of others on the ward/unit.

**Key working relationships:** Matrons within Surgery, Senior Sister/Charge Nurse on the ward/unit and rest of the division, Ward Receptionists, Practice Educators within Surgery, Head of Nursing, Education Department, allied & support professionals (pharmacists, porters, dieticians, discharge coordinators), Nurse Specialists, medical teams, Student Nurses, members of the public & service users.

**Role of the Department:** The Nye Bevan Unit (Emergency Surgical Assessment) will open in August 2016 and will take patients directly from the Emergency Department, carry out assessments & investigations to initiate treatment plans. Patients will stay for up to 24 hours on the unit before being discharged home or transferring to an inpatient ward.

#### Job Summary:

- The post-holder is responsible for undertaking and recording a comprehensive nursing assessment and planning, delivering and evaluating high standards of evidenced based nursing care to a diverse group of patients.
- Is expected to deliver care without direct supervision. Is accountable for the care delivered and any omissions of care.
- Is expected to teach and supervise more junior staff, students and the non-registered nursing workforce.
- Is accountable for care or any omissions of care that he/she delegates to others
- Is expected to act as role model, delivering care with empathy and compassion as part of a multidisciplinary team.

#### Trust Vision & Values:

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

*A thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.*

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflects these.

St George's University Hospitals NHS Foundation Trust is committed to safeguarding children and vulnerable adults and expects that all staff will share in this commitment. The Trust is clear that all staff have a responsibility to be aware of children and adult safeguarding policies and procedures and that each member of staff, clinical and non-clinical, will attend child or adult safeguarding training that is provided at an appropriate level to suit their role. The Trust has the additional expectation that all staff will be able to identify concerns and know what action to take.

## **Main Duties/Key Results Areas:**

### **1. Professional/Clinical**

Assessing, planning, implementing and evaluating nursing care, utilising research findings as appropriate.

To provide leadership of the ward team to ensure a high and safe standard of patient care

Ensuring that nursing procedures are carried out in accordance with St George's Healthcare policy taking appropriate action in emergency situations.

Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the multidisciplinary team.

Maintaining personal contact with patients, relatives and carers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.

As skills develop, managing the ward or department in the absence of the Ward Sister/Charge Nurse or Deputy, maintaining safe staffing levels, ensuring that policies are followed up and that the Senior Nurse is informed of any problems or incidents that might arise.

Maintaining timely and accurate nursing records and ensuring that confidentiality is respected.

Storing, checking and administering drugs including the intravenous route in accordance with Trust policy and NMC standards.

To work with minimal supervision in all areas of the speciality as required.

Communicating with and assisting the multidisciplinary team to promote excellence in the delivery of patient care.

To prioritise own workload and that of other staff ensuring that the ward or department is managed effectively.

To contribute to the local resolution, investigation and follow up action of any informal or formal complaints.

## 2. ORGANISATIONAL

Co-ordinating the admission/reception of new patients in conjunction with the Bed Management Team.

Arranging, in consultation with the multidisciplinary team and the Bed Manager the discharge/transfer of patients and initiating appropriate community care services.

Communicating and co-operating with other wards and departments providing accurate information as required, particularly the notification of incidents and accidents to staff, patients and visitors.

Maintaining a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control policies.

Participating in and developing the skills to represent the ward /department at meetings, participating in audit, research, projects and being willing to take on the role of a Link Nurse for areas of clinical expertise.

Maintaining and monitoring levels of stock and ensuring there are adequate supplies and that resources are used effectively.

Handling, checking and storing patient's cash and valuables in accordance with Trust policies.

Develop the skills to assist in planning and completing the ward or department staffing rota to ensure an appropriate skill mix to meet the needs of the service.

To take appropriate action to manage unexpected situations and changes, informing the on call manager as necessary.

To be familiar with and use the PAS /ICLIP system and any other computerised system integral to the running of the service.

To contribute to Clinical Governance, achieving the goals of the Service Delivery Unit (SDU) and the Trust's Nursing Strategy.

## 3. EDUCATION AND RESEARCH

Participating in pre and post registration nursing education in accordance with the Trust and University requirements and in consultation with the Ward Sister/Charge Nurse and liaison Tutor.

Attend mandatory training and ensure attendance is recorded in personal professional portfolio.

To be responsible for own personal and professional development and practice recognising own limitations and the need for continuing education.

Contribute to and evaluate the implantation of new ideas and innovations within the ward or department.

In conjunction with the Ward Sister/Charge Nurse plan the orientation of new staff and the development of junior staff through objective setting to improve clinical practice.

Promote health education and provide appropriate information and advice to patients and their carers.

To participate in quality initiatives to promote and ensure that nursing care is evidence and research based.

#### 4. GENERAL

To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.

Ensure continued and effective registration with the NMC.

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 Equality and Diversity policy to eliminate unlawful discrimination in relation to employment and service delivery.

To promote at all times equal opportunities for staff and patients in accordance with the Trust's policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.

To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.

(For management posts the following sentence should also be included: To be trained in and demonstrate fair employment practices, in line with trust policies)

To comply with the Trust's No Smoking Policies.

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 postholder.**

## Person Specification

**Job Title:** Staff Nurse, Nye Bevan Unit

**Band:** 5

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	Registered Nurse (general) – or due to qualify within 5 months  NMC Registered (adult) – or due on register on qualification	6 months post registration experience.  IV Administration & Venepuncture trained	Application
Organisational Management	Ability to assess, plan, implement and evaluate nursing care according to individual needs.  Ability to effectively prioritise workload and patient care needs.	Computer literate  Ability to take charge of the ward in the absence of the Ward Manager on a regular basis.  Demonstrates an understanding of clinical risk assessment	Application & interview
Education & Research	Demonstrates an understanding of the importance of evidence based practice  Understands the importance self and colleague development	Undertaken mentorship course  Demonstrates an ability to support and teach junior team members	Application & interview
General & Personal	Motivated and demonstrates an enthusiasm for the speciality  Demonstrates a caring and sensitive approach to patient care  Sound verbal and written communication.  Embodies the Trust values.	Ability to motivate and lead staff for a shift.  Ability to use own initiative.  Adaptable and responsive to change in practice.	Application & Interview