

Job Description

JOB TITLE: STAFF NURSE

DIVISION: NEONATAL/FAMILY HEALTH

GRADE: BAND 5

REPORTS TO: WARD SISTER

ACCOUNTABLE TO: MATRON

VALUES AND BEHAVIOURS



ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

JOB SUMMARY

- Assess the care needs of patients and develop a programme of care which is evaluated and amended as appropriate.
- Carry out relevant forms of direct and indirect patient care without direct supervision.
- On occasions, may take charge of the clinical area in the absence of the person who has continuing responsibility or his/her deputy.

The post holder is required to be registered with the Nursing and Midwifery Council.

KEY JOB RESPONSIBILITIES

1. HWB2 Be responsible for the assessment of care needs and the development of programmes of care ensuring that these are evaluated and amended as appropriate.
2. Core1 Document the condition and progress of patients and report to medical staff and/or senior nursing staff any areas of concern.
3. HWB5 Undertake nursing procedures and techniques in accordance with agreed policies and guidelines.
4. Core2 Demonstrate clinical procedures to registered and unregistered staff as required.
5. G6 Once competent in team management skills, on occasions may take charge of the clinical area in the absence of the person who has continuing responsibility or his/her deputy.
6. Participate in the support and implementation of Essence of Care guidelines.
7. HWB5 Be aware of your role with regard to the Medicines Code of Practice.

8. Comply with all Trust policies with particular regard to the policies and procedures carried out in the event of maintaining staff and patient safety.
9. Liaise with other clinical areas providing appropriate policies, education and clinical expertise in order to facilitate the management of patients with special requirements.
10. HWB5 Maintain an awareness of the developments in the care and treatment of patients in order to be able to carry out duties competently and efficiently

Communication

1. Communicate effectively with the multidisciplinary team in order to promote efficient patient care and maintain effective channels of communication.
2. Report all accidents and untoward incidents to the nurse in charge of the area and complete an incident form in accordance with Trust policy.
3. Maintain accurate patient records.
4. Communicate with and provide support for patients' relatives, carers and visitors.
5. Be aware of the need for confidentiality both within the written and spoken word and ensure correct storage of patients' records at all times.
6. Liaise with other clinical areas as necessary for the coordination of patient care and the smooth running of the ward/unit/department.
7. Actively support equality and value diversity.

Managerial

1. Support a culture of teamwork within the clinical area.
2. Collaborate with all members of the clinical area to ensure efficient running of the ward/unit/department.
3. Use resources effectively in order to provide quality patient care whilst having an awareness of budgetary issues.
4. Assist the Sister/Charge Nurse in introducing new members of staff to their duties.
5. G6 Supervise registered and unregistered staff as appropriate.
6. Take all reasonable steps to ensure the safe keeping of patients' property in accordance with Trust policy.
7. Ensure where appropriate that the programmes of training for learners, both student nurses and nursing auxiliaries/health care assistants are completed.
8. Undertake formal and informal teaching sessions as required and undertake training to act as a mentor to students.
9. Following appropriate training, carry the directorate/floor bleep.
10. Contribute to the monitoring and control of expenditure and use of resources.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health and Wellbeing

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

Describe the post holder's normal working conditions (*such as exposures to hazards, requirement for physical effort etc*).

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by: B LINLEY, MATRON

Date: 22.1.14

