

# B5 Staff Nurse

## JOB DESCRIPTION



### 1. About the Trust

## Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust’s services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.



The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

- Communication
- Attitude
- Responsibility
- Equity
- Safety



Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement

strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

## 2. Role profile: Job description & Person specification

<b>Job title</b>	Staff Nurse
<b>Salary scale</b>	Band 5
<b>Division</b>	All Divisions
<b>Type of contract</b>	Bank
<b>Hours per week</b>	0
<b>Location</b>	The Hillingdon Hospitals NHS Foundation Trust

### Job summary

The assessments of care needs and the development, implementation and evaluation of programmes of care teach and supervise post basic learners and unqualified staff. To act as a key worker/named nurse to allocated patients

### Responsibilities and key result areas to include:

#### Clinical Responsibilities

1. Ensure that nursing care within the ward is of a high standard and in accordance with Hospital policies and procedures.
2. Maintain individual patient care systems, evaluating and updating them as necessary to ensure that the patients' physical, social and psychological needs are met
3. Assist with the introduction and implementation of new ideas and methods of nursing care, including research methods.
4. Communicate with relatives as required and ensure a good public image at all times.
5. Ensure that ordering, storage administration and documentation of drugs are in accordance with Trust policy
6. Ensure that research based nursing care within the ward is of a high standard and in accordance with Hospital policies and procedures. By monitoring patient care, supervising juniors, and evaluating the care that is delivered.
7. Maintain individual patient care plans, evaluating and updating them as necessary to ensure that the patient's physical, social and psychological needs are met.
8. Ensure that all patients nutritional and personal hygiene needs are met.
9. Have knowledge of and diagnose cardiac/respiratory arrest and initiate basic life support, if necessary. Escalate to appropriate senior nursing staff or medical personnel concerns regarding individual patients should their condition deteriorate.
10. Build up and maintain contact with patients and their relatives with reference to the named nurse concept
11. To communicate complex and emotionally sensitive information to patients and their carers regarding medical conditions, prognoses, plans of care and interactions with outside agencies
12. Assist with clinical duties in other areas of the Trust when the need arises

## **Managerial Responsibilities**

1. Ensure economical use of supplies within the confines of the ward budget.
2. Supervise and participate in keeping accurate and legible records and be aware of the legal implications of these documents.
3. Ensure safe custody of patients' property and valuables in accordance with hospital policy
4. Maintain good communication with nursing colleagues and liaise with other professional groups in all aspects of patient care and the ward environment.
5. Refer any complaints from patients/relatives in line with the Trust's Complaints policy
6. To act as leader during the absence of the Senior Sister/Charge Nurse and Sister.
7. To participate in all relevant team, staff, departmental and organisational meetings
8. Assist with clinical duties in other areas of the Trust when the need arises
9. To plan, organise and deploy staff according to competencies and workload in order to meet patient needs
10. Ensure continued development of leadership skills to enable the delegation of shift leadership, by F/G grade
11. To report incidents complete incident form, instigate initial investigation and inform Senior Sister
12. Uphold all trust policies and procedures, paying particular attention to the sickness/absence policy number 45 and annual leave policy number 163.
13. To assist the Senior Sister in the recruitment and selection of nursing staff
14. To be fully conversant with the Trust policy on Child Protection issues and take appropriate action by referring to relevant agencies if cause for concern

## **Educational Responsibilities**

1. Support the Ward Manager to maintain and develop ward philosophy and objectives.
2. Assist with the induction programme for new staff to the ward.
3. To act as a mentor for learner nurses.
4. To participate in the teaching of nurses in training and Health Care Assistants, working closely with the training establishments.
5. To be responsible for own professional development in accordance with PREP requirements and NMC scope of practice.
6. Participate in the induction programme for new staff to the ward, by working alongside them as a competent team member, familiarising them with environment and ward routine
7. Support nursing colleagues in the development of patient information leaflets in conjunction with medical staff, which may assist patients understand their condition#
8. To undertake post basic education pertinent to role and work area in consultation with Senior Sister and use knowledge gained to enhance patient care experience such as working in link nurse role

9. Assist in the implementation of the Nursing, Midwifery and Healthcare Assistant Strategy 2004-2007 as agreed by Senior Sister

### **Research & Development**

1. To participate as required in the measurement and evaluation of your work and that of the team through the use of Evidence Based Practice projects, audit and outcome measures.
2. Undertake audit of practice in Essence of Care Benchmarking on an annual basis and critically evaluate outcomes devising action plans to implement changes in practice
3. To adhere to the systems and processes in place for Clinical Governance and Risk Management and to feed back any concerns to the Senior Sister or Service Manager

### **Safety**

1. At all times, promote the safety and well being of patients, staff and other personnel.
2. Assist in ensuring a safe working environment, reporting any hazards to Ward Manager.
3. Maintain own awareness of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Trust) and assist in ensuring the compliance of other staff.

Any other duties as may be required within the Trust, following consultation

### **Additional Information**

#### **Confidentiality**

The post holder is required not to disclose such information, particularly that relating to staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the Trust for any unauthorised purpose or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

#### **Health and Safety**

The post holder must co-operate with the management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

#### **Infection Control**

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection

Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

#### Equal Opportunities

The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

#### Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

#### Conflict of Interests

You may not, without the consent of the Trust, engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private all private interests, which could result in personal gain as a consequence of your employment position within the Trust. Interests that might appear to be in conflict should also be disclosed.

In addition to the NHS Code of Conduct and Standards of Business conduct for NHS staff (HSG93/5) require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in an activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust either on employment or subsequently whenever such interest is gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to conflict between your private patient's interest and your NHS duties.

#### Code of Conduct for Professional Groups

All staff is required to work in accordance with their professional groups' code of conduct (e.g. NMC, GMC, DoH, Code of Conduct for Senior Manager).

I confirm this job description has been drawn up with my full involvement and accurately reflects the responsibilities of the role.