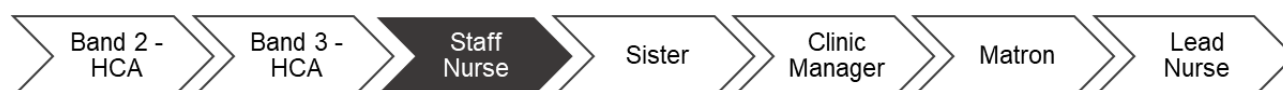


JOB DESCRIPTION

JOB TITLE:	Staff Nurse Band 5
LOCATION:	ENT Outpatient Department
REPORTS TO:	Clinic Manager
DIVISION	Surgical and Cancer Division

JOB PURPOSE

An exciting opportunity has arisen to learn new skills and gain knowledge in the ENT outpatient's department at Leighton Hospital. This department is passionate about delivering high care standards to patients and relatives. As a band five registered nurse, you will be expected to have a basic level of experience and be able to assess, plan, implement and evaluate evidence-based care, carrying out a range of clinical skills (which increase with experience and attainment of competence). You will be an effective and efficient communicator who can adapt to change. The post holder will also participate in other team members' leadership, education, development and supervision. You will be a team player and act as an effective role model.



CLINICAL SKILLS

1. Perform comprehensive assessment of patient nursing needs, plan, implement and evaluate care according to changing health care needs
2. Work collaboratively within the multidisciplinary team/agencies to ensure that patient needs are met
3. Involve patients, relatives/carers in the delivery of care, providing reassurance and support to assist their understanding and co-operation
4. Prepare the clinical area for safe practice by ensuring that cleanliness is maintained, materials and equipment are ready for use, including clearing away afterwards
5. Provide escort and transfer for patients as directed by the multidisciplinary team
6. Recognise and respond appropriately to urgent and emergency situations
7. Collect, collate and report information, maintaining accurate patient records/documentation

CLINICAL GOVERNANCE

8. Promote the individual needs of the patient, by acknowledging preferences, rights and choices, respecting privacy and dignity, and by promoting anti-discriminatory practice, alerting senior staff if patient care appears to be disrespectful or discriminatory
9. Establish and maintain effective communication, maintaining confidentiality of information
10. Contribute to improvements in care by continually monitoring standards and by identifying risks, benchmarking, audit and research
11. Participate in the effective management of risk, by accurate recording and reporting and correct maintenance of records and documentation
12. Ensure compliance with Trust policies, procedures and clinical guidelines for self and others, alerting senior staff if practice appears to contravene policy, or if concerned about any aspect of patient care

MANAGERIAL/LEADERSHIP

13. Contribute to the development of services from the patients perspective, making suggestions for change and improvements, including taking part in patient and public involvement activities

14. Co-ordinate the work of the nursing team, prioritising patient care, allocating, supervising and evaluating the work of the team under the direction of a more senior professional
15. Maintain effective and efficient use of physical and financial resources, alerting senior staff when resources are short, and by making suggestions to reduce waste
16. Promote, monitor and maintain a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns

EDUCATION/LEARNING

17. Take responsibility for own learning by full participation in appraisal and clinical supervision, attending mandatory training, keeping knowledge and skills up to date and by maintaining a professional portfolio
18. Provide induction, work based learning and assessment of others designed to improve knowledge and clinical practice within the team.

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

Registered Nurses/Midwives at MCHT have a responsibility to;

- Maintain active status on NMC register
- Always act in accordance with NMC Code of Conduct and guiding documents
- Maintain up to date skills and knowledge, and maintain an awareness of professional issues
- Maintain a professional portfolio
- Adhere to Trust policy, procedures and guidelines,
- Adhere to Trust standards of behaviour and expected performance

PERSON SPECIFICATION – Staff Nurse Band 5

	ON APPOINTMENT	DEVELOPMENT IN POST	ASSESSED BY
QUALIFICATIONS KNOWLEDGE	<ul style="list-style-type: none"> • RGN/RSCN/RM/RN Child • Basic knowledge of professional accountability and NHS issues • Importance of equality, diversity and rights in patient care • Evidence of continued learning 	Additional qualifications in specific area Evidence of practice	A & I I A & I
SKILLS	<ul style="list-style-type: none"> • Excellent communication skills, ability to respond to different communication needs of patients in different settings • Ability to develop effective interpersonal skills with others in the multidisciplinary team. • Importance of quality of care and changes in practice • Ability to prioritise own work and the work of others • Understanding of research and audit • Ability to maintain accurate patient records • Willingness to develop work based learning and assessment skills • Basic IT skills/email 	Evidence of practice Evidence of practice Work based learning skills IT skills	I I I I I I I
PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • According to requirements of the post - from newly qualified to experienced 		A
PHYSICAL REQUIREMENTS (reasonable adjustments made under DDA)	<ul style="list-style-type: none"> • Good attendance record • Ability to perform a wide range of duties according to the Job Description 		A & R A & I

KEY: Application form = A, Interview = I, References = R, Skills test = S

NHS KSF DIMENSIONS			STAFF NURSE - BAND 5				
CORE DIMENSIONS			1	2	3	4	Suggested Evidence
1 Communication							
2 Personal and people development							
3 Health, safety and security							
4 Service improvement							
5 Quality							
6 Equality and diversity							
SPECIFIC DIMENSIONS			1	2	3	4	Suggested Evidence
HWB2 Assessment and care planning to meet people's health and well-being needs							
HWB5 Provision of care to meet health and well-being needs							
G6 People management							
KEY	SUBSET	FULL OUTLINE					