

# **Sandwell and West Birmingham Hospitals NHS Trust**

## **JOB DESCRIPTION**

**AfC ref: N0344**

<b>JOB TITLE:</b>	Staff Nurse
<b>GROUP:</b>	
<b>GRADE:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Ward Manager
<b>ACCOUNTABLE TO:</b>	Chief Nurse

**This job description is intended to cover newly qualified and experienced registered nurses and lists the main responsibilities expected once a post holder is deemed fully competent. Newly qualified registered nurses will work with the support of more experienced members of the nursing team until deemed competent by the Ward Manager to undertake additional responsibilities without direct supervision.**

### **JOB SUMMARY**

To co-ordinate and provide skilled nursing (without direct supervision) to patients, in accordance with responsibilities under the NMC Code of Conduct. To contribute to the continued development of nursing, including the supervision of junior nurses and support staff.

To work collaboratively within a Multidisciplinary team, internal and external to the organisation, to facilitate holistic seamless care delivery for all Trust Patients.

### **MAIN RESPONSIBILITIES**

#### **CLINICAL:**

1. To assess, plan, implement and evaluate individual programmes of care based on an agreed model of care and in consideration of individual need.
2. Maximise opportunities for health promotion and health education.
3. Organise method of care delivery within the ward/department, allocate, prioritise and delegating effectively.
4. Manage a defined group of patients/clients, participating in all aspects of care from initial contact/admission through to discharge, including transferring from one environment to another.
5. Keep abreast of new developments in nursing and speciality specific information.

6. To promote and comply with NMC and local standards for record keeping.
7. Initiate prescribed treatments or clinical interventions in response to changes in patient conditions.
8. To be an effective practitioner with the ability to demonstrate clinical expertise in the care of patients
9. To act as a resource person to others, providing information to junior staff, Multidisciplinary team members, patients and relatives.
10. To undertake administration of prescribed medication and supervision of patient self-medication.
11. To monitor, maintain and review regularly acceptable standards of care in conjunction with other members of the Multidisciplinary team.
12. To be professionally accountable for own actions during working shift.
13. To be aware of the psychological/emotional needs of the patient/carer, responding and reporting appropriately.

### **MANAGEMENT /LEADERSHIP:**

1. Accept overall responsibility for management and co-ordination of the ward/department ensuring effective handover of patients in the absence of more senior members of staff.
2. Supervise junior staff throughout a shift, prioritising and delegating as appropriate
3. Manage staff resources on a shift-by-shift basis.
4. Recognise and report / manage any complaints from patients/ carers.
5. Promote effective communication within the nursing team, to patients and carers, visitors, members of the multi-disciplinary team and external agencies, receive and report sensitive information.
6. Participate in the setting, implementing and monitoring of organisational and local objectives.
7. Assist in ordering stock used on wards/departments.
8. Act as positive role model for other staff.
9. Utilise all resources to the maximum benefit of the service, being aware of resource implications specific to the ward/department.
10. Recognise areas of potential conflict responding effectively to verbal or physical aggression
11. Act as an advocate for patients.
12. Utilise clinical and risk assessment skills to maintain a safe environment.
13. To review current practice and report to ward/departmental manager areas requiring change.

### **EDUCATION:**

1. Take responsibility for own professional development, developing own skills within the Scope of Professional Practice and Trust development programmes, attending any training required by the Trust and maintaining own personal development profile.
2. Participate in appraisals (own and others) and work to achieve personal objectives.

3. Support the ward/department's educational initiatives, promoting a learning environment which meets the needs of the learners in the ward/department.
4. Participate in the training and assessment process for learner nurses and support workers.
5. Promote and advise on professional standards, taking action as appropriate and reporting any concerns to senior members of staff.
6. Use reflective practice to enhance development of self and others
7. Act as a mentor/preceptor to junior nursing staff.

#### **RESEARCH/GOVERNANCE:**

1. Promote clinical excellence through initiating / participating in setting, maintaining and monitoring standards of care within the clinical governance framework and take part in audit and benchmarking.
2. Initiate and participate in the delivery of evidence based care
3. Maintain awareness of current nursing practice/research with particular reference to own working area, evaluating and disseminating findings.
4. Participate in model of Clinical Supervision as developed and promoted within the Trust.
5. To support and participate in ward/department clinical research activities and assist in the implementation of any appropriate research findings.

#### **CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

#### **HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

#### **RISK MANAGEMENT:**

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

#### **EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

### **CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

### **USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

### **SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:**

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

### **INFECTION CONTROL:**

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

### **SMOKING:**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted except in designated areas and in accordance with the guidelines set down within the Trust Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.