

## Candidate Information Pack



# Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis  
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

# Our vision, values and priorities

## Our vision

To work together to provide high quality care to every patient, every day.

## Our priorities



### Quality

Continually improve safety and quality



### Patients

Put patients at the heart of everything we do



### People

Support and develop our workforce to live our values every day



### Partnership

Work effectively with partner organisations



### Money

Ensure we spend every penny wisely

## Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

## **General Information**

### **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

### **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

### **General Data Protection Regulation 2018**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

### **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

## **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

### **Strategic Risk Management Committee.**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

## **JOB DESCRIPTION**

**Post Title:** Senior Staff Nurse

**Department:** Acute Medicine

**Responsible to:** Ward Manager

**Grade:** Band 6

**Hours:** Full Time

### **Job Summary:**

Accountable to Head of Nursing

As part of a nursing team, in collaboration with other health care professionals, co-ordinate the organisation and delivery of care needs for the patients in the clinical area in a safe and competent manner.

### **Key Result Areas:**

Assess, plan, implement and evaluate a high standard of nursing care incorporating research / evidence-based practice as appropriate.

Practice in accordance with the NMC Code of Professional Conduct and other appropriate guidelines.

Ensure the safe administration and custody of drugs in accordance with National and hospital policies and guidelines.

Develop and maintain effective and adequate channels of communication between patients, relatives, medical and ward staff.

Promote and assist in maintaining a safe and pleasant environment for patients, visitors and staff

Demonstrate awareness and understanding of individual customs, values and spiritual needs.

Acknowledge limitations in knowledge and skills and seek advice from senior colleagues when necessary.

Assist in the maintenance and continuing development of protocols and standards of care to maximise patient care and safety.

Participate in the evaluation, research and audit of methods of care and implement findings as appropriate.

Be aware of current advances in clinical care and facilitate team members in the implementation of knowledge gained.

Manage and co-ordinate the ward or department in the absence of senior staff within allocated resources.

Demonstrate an awareness of patient dependency and ensure the ward is adequately covered when sickness/absence arises.

Ensure adherence to all relevant hospital policies including health and safety at work, manual handling, fire, confidentiality, data protection and incident and accident reporting.

Delegate tasks appropriately having regard for individual abilities and competence.

Support and assist the Ward Manager in the establishment of a good working atmosphere conducive to patient care.

Participate in regular team / ward meetings to establish and maintain effective communication and improve quality of care.

### **Performance**

Ensure legible, written clinical documentation and nursing notes as well as computer data are maintained in line with NMC standards of record keeping.

Participate in the evaluation, audit and research of methods of care.

Prioritise and delegate effectively to ensure the safety and wellbeing of patients throughout the shift.

To act as a role model to peer groups, other health professionals and the general public at all times.

### **Work force**

Take personal responsibility for own professional development and clinical updates in conjunction with individual performance review.

Supervise and mentor students in the clinical area

Assist in the development and delivery of ward based teaching programmes.

Take an active role in advising patients, relatives and colleagues on issues of health promotion.

In conjunction with educational establishments assist in maintaining a clinical environment conducive to learning.

### **Financial**

Utilise resources effectively and efficiently being aware of budget responsibilities and limitations.

### **Partnerships**

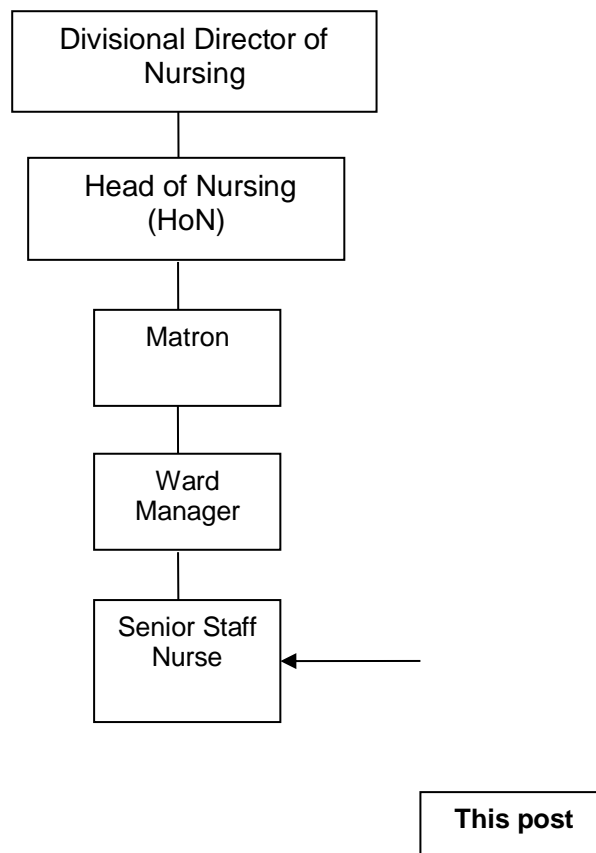
Work effectively with all agencies in ensuring the safe and timely discharge of patients into the community utilising all available services.

### **General**

Undertake all relevant clinical and non-clinical functions in accordance with grade.



## Structure Chart



## General Information

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### **Safeguarding Children**

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

### **General**

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

**Valuing Diversity**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

**No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

**Waste disposal**

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

### PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>1<sup>st</sup> level registration with NMC</p> <p>Minimum of 2 years' experience at Band 5 working in an acute medical setting</p> <p>Fundamentals of Medicine Course</p>	<p>Evidence of continuing professional development to degree level.</p> <p>High Dependency Nursing module or equivalent</p> <p>Management experience or course</p>
Experience	<p>To have post registration experience in an acute medical setting with a significant time spent in a cardiology unit</p> <p>To have experience of working in a teaching environment.</p> <p>To demonstrate up to date knowledge of relevant current nursing issues.</p>	<p>Experience of managing services or staff</p>
Knowledge	<p>Effective written and verbal communication skills</p> <p>Good standard of numeracy</p> <p>Ability to prioritise and act swiftly in emergencies</p> <p>Effective organisational skills</p>	<p>Evidence of ability to manage change and motivate staff.</p> <p>Extended role i.e cannulation and phlebotomy skills / ECG recording and analysis</p> <p>Tracheostomy care</p>
Personal Qualities	<p>Able to remain calm under pressure.</p> <p>Caring, stable and adaptable personality. Approachable and supportive team worker.</p> <p>Able to recognise stress in self and others</p> <p>Able to use initiative</p> <p>Enthusiastic to learn and develop self and others</p> <p>Flexible to all shift patterns and understands the need to move ward areas as necessary to provide service</p>	<p>Ability to manage others under stressful circumstances</p>

**Post Holder's name/s:**

**Post Holders' Signature/s:**

**Date:**

**Manager's Name:**

**Manager's Signature:**

**Date:**