

## Job Details

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Job Title:	Staff Nurse RSCN
Hours of Work:	30
Band:	5
Department:	PECC
Division:	Medicine
Base:	Royal Albert Edward Infirmary

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## Reporting Arrangements

Managerially Accountable to:	Senior Sister
Professionally Accountable to:	Matron – Emergency Services
Responsible for:	All Staff Lower Grade

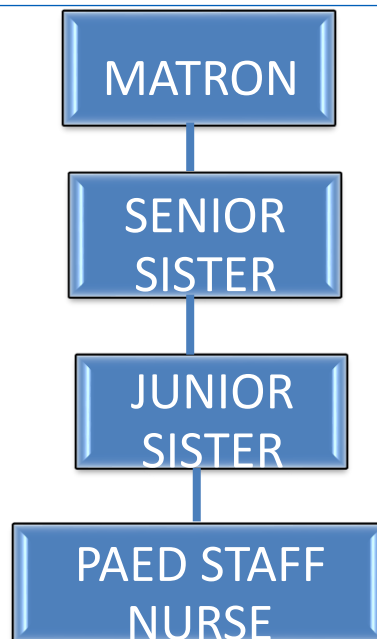
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## Job Purpose

Provide a short overview of the expectations for the job role

## Organisation Chart

Illustrate the position of the job within the department/service, indicating any services/functions directly managed.



## Duties and Responsibilities

Outline the core responsibilities of the position in a detailed but concise way removing any that aren't relevant to the job role.

### Key results from the job holder

- To provide highest standards of care to children and their families.
- Perform well within the multidisciplinary team
- Uphold the NMC code of conduct
- Adhere to trust policies and procedures

### Planning and Organisational Duties

- To ensure a high standard of care is maintained at all times through the delivery of evidence based care.
- Participate in the assessment, planning, implementing and evaluation of care to children.
- Organise, delegate appropriately and prioritise workload within the Paediatric Emergency Care Centre (PECC)
- Responsible in ensuring the effective running of the department in the absence of senior staff
- Commitment to self-development in preparation for the continually changing environment of emergency care.

### Communications and Key Working Relationships

- Demonstrate effective communication, both written and verbal through the maintenance of accurate record keeping and closely liaising with all members of the multidisciplinary team to ensure needs are met in relation to care input and support for ongoing care needs.
- To enable maintenance of good record keeping and essential information regarding the patient's condition and progress is recorded by team members and self appropriately in accordance with NMC guidelines.

## Responsibility for Finance

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- To ensure effective use of material resources within the department in consultation with senior staff.
- To be aware of resources and give high quality cost effective care.
- Assist and advise in the ordering of stores and equipment where necessary ▪ Responsible for the checking of stock levels and equipment on a daily basis.

## Responsibility for Human Resources

- Maintain awareness and adhere to all trust policies and procedures and comply accordingly.
- Participate in induction programmes for new staff, introducing junior staff to the department and their duties.
- Responsible for the effective co-ordination of PECC ensuring compliance with local and national targets.

## Responsibility for Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

## Responsibility for Teaching

- Take personal responsibility for developing and maintaining knowledge, clinical skills and professional awareness in conjunction with the NMC guidance.
- Attend mandatory training as directed by the trust.
- In conjunction with the ward manager help create a suitable learning environment for staff and students.
- Support and act as mentor in the supervision and teaching of less experienced staff.

## Work Circumstances & on-call

- The post requires all qualified staff within PECC to participate in 24 hour cover including nights.

## Standard Duties & Responsibilities

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or

relating to the Trust's affairs or dealings which may come to their knowledge during employment.

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Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.

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