

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Staff Nurse
Reports to:	Ward Manager/Sister/Matron
Grade:	Band 5 (Qualified Nurse)
Location:	Skipton Satellite Unit/Renal Unit

2. JOB PURPOSE

Responsible for the assessment of patients' care needs and the development, implementation and evaluation of programmes of patient care

Participates in team leadership and the management of the ward/department, including supervision and delegation of work to junior staff as directed by the ward/department manager

Participates in teaching, mentoring and assessing of students, trainees and professional staff

3. JOB DIMENSIONS

The post is an integral part of the multidisciplinary team which contributes to the effective and economical use of available resources such as stock control and the ordering of supplies. The jobholder will be required to supervise junior staff on a day to day basis as directed by the line manager.

4. ORGANISATIONAL CHART

Dependent on area

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- UK Registered Nurse – Adult Nursing (NMC Registered)
- Good verbal and written command and understanding of English
- Uses own initiative and acts independently within the bounds of existing knowledge and skills. Has access to a supervisor on an ongoing basis.

See Person Specification for full details.

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

CLINICAL

6.1	Responsible for assessing patient needs, planning, implementation and evaluation of a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.
6.2	Undertakes training to ensure the correct usage of equipment.
6.3	Organise own workload and that of junior staff/students to ensure that the interests of the patients/clients are met.
6.4	Contributes to the effective and economical use of resources and safe use of equipment.
6.5	Carries out nursing duties within Trust policies, procedures and guidelines under the direction of the ward/department manager and providing feedback of issues of concern.
6.6	Practices systems and models of nursing and evidence based care which contribute to the quality of the patient's experience.
6.7	Contributes to the performance management through the efficient delivery of care.
6.8	Works as part of the multidisciplinary team fostering good interdepartmental relationships and helping to achieve high morale for patients and staff and continuous quality improvement.
6.9	Continuously develops relevant skills and knowledge within the clinical specialty.
6.10	Promotes health education involves patients and carers appropriately in decision making.
6.11	Deals effectively and sensitively with patients/relatives/carers issues/concerns collaborating with the PALS service, follows the Trust Policy on handling complaints.
6.12	Actively participates in the clinical governance process.
6.13	Works within national policy frameworks relevant to the patient group and specialty area i.e. Child Protection, Vulnerable Adults, Mental Health Act.
6.14	Participates in and supports national strategy for service development i.e. National Service Frameworks, Cancer Plan & Collaboratives.
6.15	Formally documents care given in line with Trust policies and procedure and in order to maintain accurate patient records.

LEADERSHIP

6.17	Takes individual responsibility and recognises corporate responsibility for NHS Agendas i.e. Investors in People, Agenda for Change, Improving Working Lives, Learning together Working Together, Patient & Public Involvement.
6.18	Participates in service development, identifies and promotes the need for change and works within a change management process to motivate others.
6.19	Participates in leadership activities within the clinical team and supports the maintenance of a cohesive multi-disciplinary and multi-organisational team.
6.20	Takes charge of the ward/department in the absence of the ward/department manager or as required, leading the clinical team and ensuring adherence to all policies.
6.21	Performance is monitored on an ongoing basis and participates in Individual Performance Review annually. Conducts appraisal of junior staff.
6.22	Attends and contributes to ward/department meetings.

EDUCATION

6.23	Takes responsibility for teaching, supervising, mentoring and assessing all grades of staff undertaking continuing development and students undertaking programmes leading to professional qualification.
6.24	Undertakes clinical supervision and acts as a supervisor of others.
6.25	Undertakes mandatory training within required timescales, meets training requirements and achieves timely update.
6.26	Undertakes relevant clinical courses to develop specialist knowledge & skills.
6.27	Participates in education activities as a key worker and cascade trainer.
6.28	Creates and maintains a learning environment and promotes a learning culture for all staff and students and promotes the use of E-learning to meet CNST standards.
6.29	Supports learners in order to ensure understanding of the relevance of R&D to the provision of quality care.

RESEARCH

6.30	Responsible for the implementation of evidence based nursing care.
6.31	Carries out relevant literature searches pertinent to patient care.
6.32	Carries out nursing care audit.
6.33	Develops research questions arising from clinical challenges.
6.34	Produces reports and disseminates information to colleagues across the Trust.
6.35	Contributes to the R&D developmental plan for ward/department.
6.36	Understands the process of writing a research proposal and is aware of the Trust R&D Approval policy and the process for ethical approval.

Professional Registration

To ensure that continuing professional development is achieved in line with the Registering Body's requirements ensuring your registration is maintained.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

Infection Prevention and Control

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

Safeguarding Children and Adults

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

7. COMMUNICATION & WORKING RELATIONSHIPS

- Communicates across organisational boundaries as required.
- Engages in effective communication with patients, carers, relatives and visitors.
- Effective verbal, non-verbal and written communication with all members of the multidisciplinary team within own department and relevant departments which service the clinical areas.
- The same communication abilities should be evident with external agencies/social services.
- This includes dissemination of information, for example specific instructions pertaining to patient management.
- Provides support, empathy and reassurance in the delivery of patient care.
- Assist medical staff in breaking bad news to both relatives and patients and show compassion and sensitivity in these circumstances.
- Addresses inappropriate behaviour in others in a professional manner.

8. SPECIAL WORKING CONDITIONS

The post holder works as part of a Division based on both Trust sites. May be required to work unsocial hours as part of a shift pattern

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

9. JOB DESCRIPTION AGREEMENT

Jobholder's Signature:_____ Date:_____

Head of Department's Signature:_____ Date:_____

Head of Department's Job Title:_____

January 2014

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1. Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2. Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme.

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

3. Annual Leave

The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

4. Health Screening

The post is subject to health screening, as appropriate to the post.

5. Special Conditions

The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the

post.

6. Sickness Absence

Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.