

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: Staff Nurse Band 5

Department: Fracture Clinic QEH

Responsible to: Orthopaedic Nurse Practitioner

Grade: Band 5

Hours: 37.5 hours per week, with internal rotation

Job Summary:

Accountable to Deputy Service General Manager / Head of Nursing

The post holder will play a key role in supporting the nurse managers in providing high quality care. He / she will be prepared to work within the divisions as a Named Nurse, within a Team taking responsibility for assessing, planning, implementing and evaluating nursing care.

The post holder will be a clinically credible practitioner who can provide effective patient care in a range of clinical settings, having regard for relevant policies and the evidence base nursing.

The post holder will provide support and mentorship for students and junior nurses.

Key Result Areas:

- Act as a Named Nurse within a Team taking responsibility, over an appropriate span of time, in conjunction with the Ward Manager and the multidisciplinary team, for the assessment, planning, implementation and evaluation of care from admission to discharge within the in-patient setting.
- Be aware of current advances in clinical care and be able to facilitate the team members in implementation of evidence-based practice.
- Take an active role in the continuing development and use of protocols and standards for nursing care.
- Participate in evaluation, audit, and research of nursing care, and incorporate appropriate findings into practice.
- Actively work to promote health and prevent ill health in staff, patients, and their relatives.

- Promote and maintain a safe and pleasant environment for patients, visitors, and colleagues.
- Check the readiness for use of emergency / special equipment and ensure all equipment in use is in good working order.
- Have knowledge of recording relevant patient / nursing data on to computer
- Ensure his / her own and junior staff's compliance with the NMC Guidelines for
- Records and Record Keeping (1998) in all settings.
- Accept responsibility for the administration, care, and custody of medicines, in accordance with legal requirements and NMC and Trust Guidelines on drug administration.
- Attend mandatory annual updates in fire training, Basic Life Support, and maintain knowledge of relevant policies.
- Have knowledge and understanding of all relevant Trust policies, including the Major Incident Plan, ensuring that junior colleagues are aware of such policies.
- Have knowledge of and adhere to relevant parts of national legislation, including
- Health and Safety at Work Act, COSHH Regulations, and Moving and Handling Regulations.
- Transport people and / or items safely and to time consistent with legislation, policies and procedures.
- Ensures all biomedical investigations and interventions are undertaken safely and in a timely manner, reporting and documenting results appropriately and in line with legislation, policies and procedures.

Work force

- Manage a group of patients, prioritising their needs in conjunction with those of the ward/department, to ensure safe and effective care.

- Manage the ward in the absence of senior staff, ensuring safe and effective patient care.
- Manage an area of responsibility as required within allocated resources.

Financial

- Have an understanding of ward/department budgets and how the division may become more cost-effective. Work within budgetary requirements whilst maintaining standards of care.
- Participate in the management of skill mix issues, stock control, and available Resources.

Partnerships

- Take an active role in developing and maintaining effective communication with members of the interprofessional team, patients, and relatives about difficult matters in difficult situations.

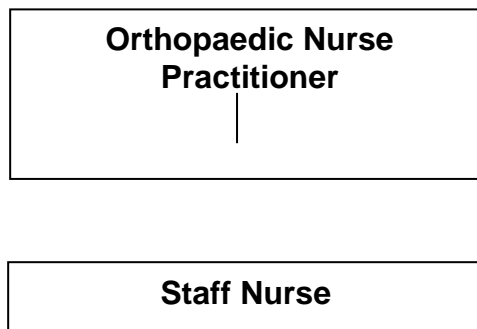
General

- Participate in the orientation of new members of staff within their Division
- Attend relevant meetings and participate in discussions relating to the improvement of the service.
- Act as a change agent where necessary
- Ensure all Trust Nursing policies and procedures are adhered to
- Be aware of operational personnel issues relevant to the directorate including management of absence and sickness, disciplinary and recruitment matters
- Where necessary, and with support, investigate the nursing aspect of complaints and clinical incidents, and initiate corrective actions
- Ensure own continuing professional development and identify own Personal Development Plan
- Participate in the clinical and educational development of other staff within the team
- Act as a practice supervisor / mentor for learners, and as a preceptor for newly

qualified registered nurses

- Act as a clinical role model for all levels of staff
- Encourage other staff to keep abreast of new developments and encourage the exchange of information, ideas and experiences.

Structure Chart



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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

Role Model the NHS Values

Respect and dignity. We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion. We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives. We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it - in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working together for patients. We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone counts. We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken - and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	1 st level registration NMC	Degree level
Experience	Excellent interpersonal skills, both verbal and written Able to formulate and verbalise views Able to anticipate and forward plan	

Knowledge	<p>Ability to work under pressure and remain calm</p> <p>Able to recognise stress in self and others and support colleagues through stressful situations.</p> <p>Patient focused</p> <p>Reflective</p>	Computer literate
Personal Qualities	<p>To demonstrate knowledge of being up to date within the speciality</p> <p>Flexible, able to work all shifts including rotation to night duty.</p> <p>Adaptable to changes in shift pattern</p> <p>To provide unit cover in the absence of the unit manager</p>	