

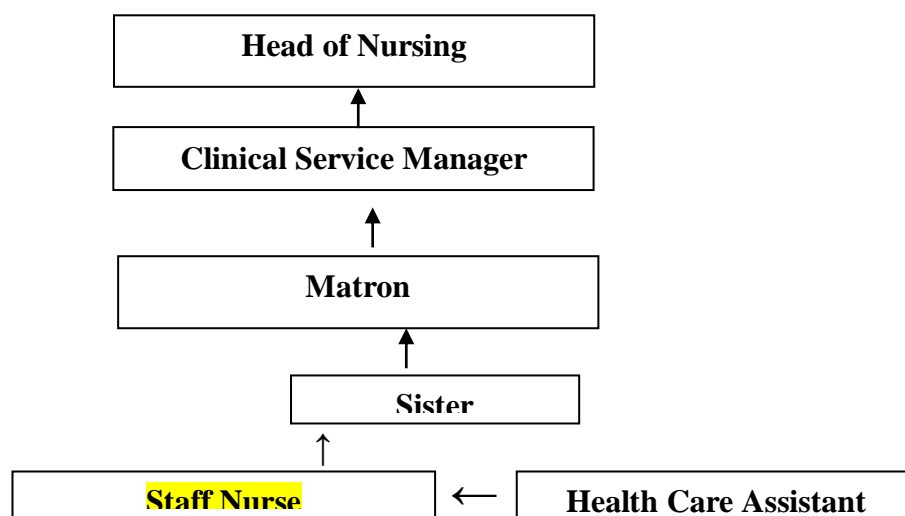
### Job Description

Job Title:	Staff Nurse
AfC Pay Band:	5
Number of hours:	37.5
Clinical Unit/Division	Planned Care
Department:	Infusion Unit
Location:	East Sussex Healthcare NHS Trust
Accountable to:	Head of Nursing
Reports to:	Ward Matron and Clinical Lead

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income Generation	Budget / Delegated Budget managed : N/A Authorised signatory for: N/A Other financial responsibility: Careful use of Trust resources.
Staff	Staff (wte):
Information Systems	Store and share data in accordance with Trust Information Governance Policy and Data Protection legislation

Job purpose	To participate within the multi-disciplinary team in delivering appropriate safe patient care in a timely fashion. Working towards the role of Team Leader, providing clinical expertise ensuring the delivery of appropriate safe patient care.
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**Department Structure:****Communications and Working Relationships**

List people with whom the postholder interacts on a regular basis.

With Whom:	Frequency	Purpose
Patients	Daily / as required	To carry out treatments/care plans
Housekeeping	Daily /As required	Dietary needs of the patients/Ward cleaning
Senior Nurse	Daily /As required	Management supervision, work planning, advice & support
Relatives/Visitors	Daily /As required	Discuss patient issues/reassurance/support
Members of the Multi-disciplinary team	Daily /As required	To share information and plan care
Bed Managers	Daily /As required	To facilitate transfers and discharges in a timely fashion
Clinical Matrons	Daily /As required	To maintain standards of care clinical and professional advice/support as required
Other departments	Daily /As required	To support ward resources & patient care

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### **Key Duties and Responsibilities**

1. To assess plan, implement and evaluate individual programmes of patient care utilising research as appropriate within a team.
2. To manage own group of patients and deliver evidenced based nursing care to the highest possible standard.
3. To communicate with a wide range of individuals to meet individual patient needs.
4. To respond to and prioritise a wide range of demands and tasks in a rapidly changing environment, with the support of senior staff.
5. To participate in the setting and monitoring of quality standards in relation to clinical practice.
6. To work in accordance with the ward philosophy.
7. To participate fully as a team member, sharing knowledge, information and supporting colleagues to promote a cohesive ward team
8. To work with other disciplines and professions to ensure total management of patient stay.
9. To contribute to the development and maintenance of a positive learning environment for staff, patients and visitors.
10. To contribute to the provision of effective, appropriate and timely information and education to patients and relatives.
11. To maintain up to date accurate patient records, using appropriate documentation and information systems.
12. To effectively and professionally deal with emergency situations, with support of senior colleagues.
13. To manage accidents/incidents involving patients, visitors and staff, reporting to the nurse in charge, commence enquiries and complete documentation as necessary.
14. To be aware of ward resource issues and participates in optimising use of resources.
15. To work within the Trust policies, procedures, and guidelines to assist in achieving the wards and Directorate objectives.
16. To promote a safe environment for patients and staff by adhering to and complying with all elements of the health and safety statutory legislation.
17. To work within the NMC Code of Professional Conduct and be active in enhancing own professional knowledge base and development.

### **General Duties & Responsibilities applicable to all job descriptions**

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

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## Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

