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Job Description

Job Group (Delete as applicable):	Nursing & Midwifery
Job Title:	Staff Nurse
Existing Grade:	Band 5
Care Group:	Medicine Care Group
Service Line:	Emergency Department Summary
Department:	Emergency Department
Location:	Derriford
Appraiser:	Victoria Carter
Accountable to:	Victoria Carter
Position Number:	911089
Date:	December 2021

Job Purpose:

- Responsible for co-ordinating and delivering effective, quality nursing care in the speciality following a patient-centred model of practice and ensuring area of work runs smoothly and efficiently.
- To provide clinical expertise and work as part of a multidisciplinary team.
- Supervision and direction of junior nursing staff, healthcare assistants and students.

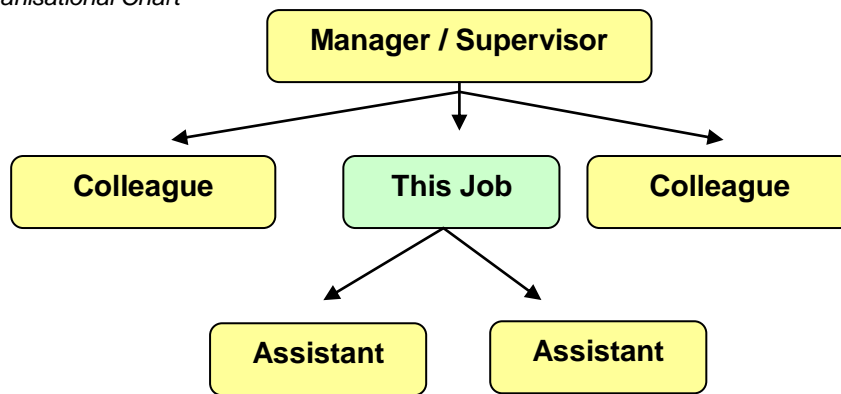
Key Dimensions:

- To provide prompt and efficient treatment of the acutely ill or injured patient and support their relatives.
- To meet the needs of the public in respect of minor illness and the provision of health care advice
- To develop skills of leadership and act as a role model of staff members.
- Contribute to the management of risk, both clinical and financial
- Ensure effective use of resources and the cost implications on practice.
- Contribute toward the continuing development of professional nursing practice in the Emergency Department.

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Organisational Chart

Example Organisational Chart



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PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Clinical

- Providing and delivering a high standard of nursing care by initiating and co-ordinating the assessment, planning, implementing and evaluating of individual patients needs based on evidence. This includes all aspects of care from admission to discharge.
- Reporting and documenting all relevant nursing/patient needs, communicating changes with other health care professionals in the multi-disciplinary team with ongoing responsibility for patient care as they occur.
- Promoting and delivering health education within the clinical area and advise patients, family and others in health promotion issues.
 - Engage/interact with carers/family encouraging them to be actively involved in patient's care, planning as outlined in the department philosophy.
 - Demonstrating and undertaking evidence-based practice, playing an active part in the introduction of this evidence to improve patient-centred care.
 - Supervising, assessing and mentoring and supporting junior Registered Nurses and Health care professionals, including bank and agency staff in the clinical setting.
 - Increasing the level of knowledge and skills within the Department/Directorate through sharing best practice and supporting others to develop their professional abilities.
 - Implementing and sharing good infection prevention and control practice.
 - Undertake manual handling assessments and ensuring actions are met.
 - Day to day direct supervision of team of patients and staff.

Managerial

- Reporting and managing untoward incidents such as complaints, clinical emergencies and injury or drug administration errors as detailed in Trust wide and local protocols and procedures.
- Contributing towards department or clinical projects, to set and maintain standards of practice in conjunction with other team members, participating in audits and quality monitoring.

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- Ensuring that resources are used efficiently and in accordance with agreed procedures.
- Demonstrating an awareness of and compliance with health and safety regulations/procedures deficiencies in equipment, furnishings or matters of hygiene.
- Supporting the Senior Nurses in identifying development needs of staff, using appraisal and implementing appropriate staff developmental programmes.

Professional

- Maintaining sharing and continually developing an in depth specialist knowledge of nursing practice relevant to the Emergency Department setting.
- Assisting other clinical areas within the Trust, if the clinical situation or staffing levels demand.
- Undertaking manual handling assessments and ensuring identified actions are met. Initiating appropriate training activities and encourage and support staff development and training.
- Supporting team members in delivering their objectives through offering advice, guidance and support as appropriate.
- Maintaining personal and professional development to meet the changing demands of the job, in line with professional registration requirements.
- Maintain an up to date record of professional development
- Ensure up to date knowledge and competence in use of clinical equipment regularly used and maintain a personal record of training.
- Adhere to the NMC Code of Professional Conduct and Scope of Professional Practice at all times and maintain active NMC registration.
- Assist in the everyday cleaning and restocking of the department.

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COMMUNICATIONS & WORKING RELATIONSHIPS

Communication

- Maintain good relationships between all members of staff, thus ensuring a team approach and maintenance of professional behaviour within the department.
- Ensure good communication both verbally and via formal documentation with all members of the nursing and multidisciplinary team. Utilises alternative methods of communicating to include electronic messaging.
- Work in partnership with the patient and family and other health care professionals in care planning.
- Accept responsibility; be aware and able to locate all policies relating to good working practice within the clinical area and able to adhere to both by self and colleagues, and to challenge staff about their location.
- Ensure carers/family and visitors are aware of policies, standards/guidelines relevant to the patients care or clinical area.

All Job Holders are required to...

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the Data Protection Act 1998.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.

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- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for...

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for...

- Ensuring all necessary risk assessments are carried out within their division,

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Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

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PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Recent post registration demonstrable experience of working within an acute care environment • Understanding of general medical/surgical conditions • Full understanding of the Band 5 responsibilities and accountability • Has completed preceptorship programme • Proven knowledge of relevant policies and procedures 	<ul style="list-style-type: none"> • Demonstrable experience working within the Emergency Department setting • Demonstrable experience of managing a clinical area
QUALIFICATIONS	<ul style="list-style-type: none"> • NMC Registered Nurse • Diploma qualification 	<ul style="list-style-type: none"> • Relevant Degree or equivalent • Relevant mentorship course • ILS/PILS/TILS or equivalent
APTITUDE & ABILITIES	<ul style="list-style-type: none"> • Works effectively as part of a team • Excellent communication skills • Good general health • Listening skills • IT Literate • Organisational skills • Able to perform clinical duties appropriate to the role e.g. IV drug administration 	<ul style="list-style-type: none"> • Cannulation and venepuncture

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DISPOSITION / ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Keen interest in nursing patients with acute injuries/illness • Flexible approach to work routine and organisation • Motivated to further professional development • Caring and compassionate disposition • Ability to display integrity, honesty openness and courage within an acute environment 	
OTHER FACTORS	<ul style="list-style-type: none"> • Able to work a combination of nights, days and weekends in order to enable 24/7 service provision 	