

## JOB DESCRIPTION

<b>Job Title:</b>	Staff Nurse/Registered Nurse
<b>Base:</b>	Intensive Care Unit, Wycombe Hospital, Stoke Mandeville BHT
<b>Agenda for Change banding:</b>	<b>Band 5</b>
<b>Hours of Work:</b>	<b>37.5 hours per week</b>
<b>Details of Special Conditions:</b>	Internal rotation to days nights and weekends and cross site rotation
<b>Managerial Accountability &amp; Professional Accountability</b>	Lead Nurse/Matron Team Leader/Senior Nurse

### MAIN PURPOSE OF THE POST

The post holder will be a member of the nursing team caring for critically ill patients in a highly complex environment. He/she is responsible for the assessment, planning, delivery and evaluation of the individualised care offered to patients and their families.

- The staff nurse is expected to deliver essential nursing care without direct supervision.
- With decreasing levels of supervision the staff nurse will carry out effective assessment of the needs of the critically ill patient and plan, deliver and evaluate the care required.
- Post Foundation Gateway staff nurses will supervise junior nurses, support staff and students.

### RESPONSIBILITIES

#### PATIENT CARE

1. Acts at all times in accordance with the NMC Code of Conduct and Scope of Practice
2. Ensure planned nursing care is delivered safely and effectively, respecting the views, culture and beliefs of the patient and their family.
3. Recognises situations that are beyond the scope of own competence and informs the shift leader or doctor promptly.
4. Conducts a comprehensive assessment of the patient at the beginning of each shift and devises an individual plan of care for evaluation throughout the day.
5. Participate in a competency based training programme to develop the specialist Nursing practice skills required to manage a critically ill patient. For example:
  - Care Planning
  - Physical assessment skills

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- Care of the ventilated patient
- Managing complex drugs and infusions
- Preparing and administering intravenous drugs
  - Utilising haemodynamic monitoring tools
- Renal support
- 6. Cares for dying patients and their families with sensitivity, providing information and support. Be involved in the organ donation process as appropriate.

7. Maintains confidentiality in respect of all medical and nursing records adhering to the Data Protection and Freedom of Information Acts.

8. Ensures that nursing procedures are carried out in accordance with current research and Trust / Critical Care.

9. Maintains patient safety, reporting all accidents and incidents and completing relevant documentation.

10. Ensures all relevant information is signed and dated in a timely manner in accordance with the NMC Standards for Record Keeping.

11. Is aware of National quality initiatives.

## **MANAGEMENT**

1. The post holder will be familiar with all Trust policies and guidelines and act in accordance.

2. Liaises with, and works effectively with, all members of the MDT.

3. Assist in ensuring that the ward is maintained in good order, that supplies are adequate, and that all equipment is safe. Report any stock deficiencies and faulty equipment to the shift leader.

4. Assist in ensuring the appropriate and efficient use of supplies exercising economy in the use of consumables.

5. Participate, as requested, in unit and Trust wide audits.

6. Coordinates the safe admission, transfer and discharge of own patient and receives/provides an effective handover.

7. Report own sickness to the Nurse in Charge.

8. Contribute to the development of a positive learning environment.

9. Ensures storage, administration and ordering of drugs is conducted with adherence to Trust Policy.

10. Positively contributes to an efficient environment for the physical, social and psychological wellbeing of both patients and colleagues.

## **PERSONNEL**

1. Assists with induction programmes for newly appointed staff.

2. With direction, ensure that learner nurses are adequately supervised during their allocation.

3. Informs the ICU education lead/mentor/Senior Nurse of the learner's achievements or any concerns regarding their performance.

4. Supervise, train and guide the work of the Health Care Assistant staff within the Unit to ensure that the highest professional standards are maintained.

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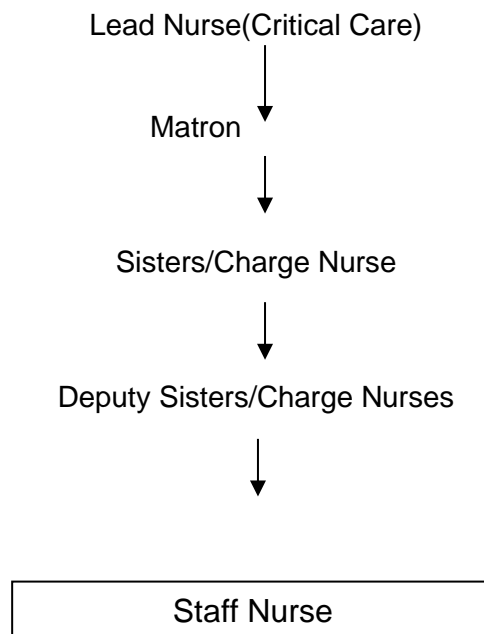
### **GENERAL**

1. Assists in other wards/departments as requested by Matron and Lead Nurse

### **PERSONAL DEVELOPMENT**

1. Attend In-Service Training sessions where possible and keep abreast of developments and trends within the clinical specialty and the profession as a whole.
2. Participate in an Annual Appraisal and identify own development needs.
3. Ensure all own statutory and mandatory training, including equipment training, is kept up to date.

### **ORGANISATION CHART**



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## ADDITIONAL INFORMATION

### Trust Values



**Collaborate**



**Aspire**



**Respect**



**Enable**

### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

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### **COVID-19 Vaccinations**

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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