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| Job Title:       | STAFF NURSE  |
| Grade:           | Band 5   |
| Hours:           | 37.5 HOURS   |
| Department::     | Nursing  |
| Location:        | East Sussex Hospitals NHS Trust  |
| Accountable to:  | Clinical Matron  |
| Reports to:      | Senior Ward Sister/Charge Nurse  |
| Responsible for: | Organising and delivering patient care   |
| Dimensions       | Not applicable   |
| 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. |

#### Department Structure:

Please find attached a department structure

#### Communications and Working Relationships

|   |               |  |
|---|---------------|--|
| Patients                                  | Daily/Ongoing | To carry out treatments/care plans   |
| Housekeepers                              | Daily/Ongoing | Dietary needs of the patients/Ward cleaning  |
| Senior nurse<br>Ward                      | Daily/Ongoing | Management supervision, work planning, advice & support                                    |
| Relatives/Visitors                        | Daily/Ongoing | Discuss patient issues/reassurance/support   |
| Members of the<br>Multi-disciplinary team | Daily/Ongoing | To share information and plan care   |
| Bed Managers                              | Daily/Ongoing | To facilitate transfers and discharges in a timely fashion                                 |
| Clinical Matrons                          | Daily/Ongoing | To maintain standards of care and for clinical and professional advice/support as required |
| Other departments                         | 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 liaise with relevant community services, voluntary organisations and primary health care team members regarding service provision and timely discharge.
10. To contribute to the development and maintenance of a positive learning environment for staff, patients and visitors.
11. To contribute to the provision of effective, appropriate and timely information and education to patients and relatives.
12. To maintain up to date accurate patient records, using appropriate documentation and information systems.
13. To effectively and professionally deal with emergency situations, with support of senior colleagues.
14. To manage accidents/incidents involving patients, visitors and staff, reporting to the nurse in charge, commence enquiries and complete documentation as necessary.
15. To be aware of ward resource issues and participate in optimising use of resources.
16. To work within the Trust policies, procedures, and guidelines to assist in achieving the wards and Directorate objectives.
17. To promote a safe environment for patients and staff by adhering to and complying with all elements of the health and safety statutory legislation.
18. To work within the NMC Code of Professional Conduct and be active in enhancing own professional knowledge base and development.

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## **Working Environment:**

Working within the ward setting and accompanying patients to other areas as required.

Frequent patient contact involving manual handling.

Exposure to bodily fluids and waste

Regular use of medical and electrical equipment to assist in care.

Some hazardous chemicals in use in the ward area.

May be exposed to verbal and/or physical aggression..

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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.

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**PERSON SPECIFICATION**

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|------------------------|---------------------|
| Job Title: Staff Nurse | Grade: Band 5       |
| Department: Nursing    | Date: February 2014 |

\*Assessed by:      A= Application      I= Interview      R= References      T= Testing

| Minimum Criteria  | *  | Desirable Criteria   | *                                   |
|---|--|--|-------------------------------------|
| Qualifications / Training<br><br>1 <sup>st</sup> level Registered Nurse – Diploma or Degree   | A/R  |  |                                     |
| Experience<br><br>Generic Pre Registration Experience in an acute care setting<br>Demonstrate application of theory to practice   | A/I<br><br>A/I   | Experience in a hospital environment<br>Experience of chosen speciality  | A<br>A                              |
| Skills / Knowledge / Abilities<br><br>Effective interpersonal/ communication skills<br>Initiative<br>Ability to prioritise and organise own and others workload, matching needs and skills<br>Able to participate fully in the ward & multidisciplinary team, to promote a positive ward environment<br>Ability to manage a clinical case load<br>Basic Customer Care skills<br>Demonstrate an up-to-date skills inventory, to include Basic Life Support, drug calculation and use of infusion equipment<br>Basic presentation skills<br>Able to demonstrate an understanding of current professional issues & NMC Code of Conduct | I<br>A/I/R<br>I/R<br><br>I/R<br>A/I/R<br><br>A/I<br><br>A/I/R<br>A/I | IT skills, ECDL qualification<br>Additional skills & knowledge appropriate to specialty<br>Professional Portfolio of skills<br>Wider knowledge of NHS & Government health reforms<br>Ability to demonstrate understanding of change management | A<br>A/I<br><br>A/I<br>A/I<br><br>I |
| Other<br><br>Completion of a thorough application form, with supporting evidence<br>Prepared to undertake an Enhanced DBS Disclosure  | A<br><br>T<br>A/I/R  |  |                                     |

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|--|---------------------|--|--|
| Physically able to assist patients in care and movement<br>Ability to work flexibly<br>Dynamic & self motivated<br>Demonstrates a healthy attitude to work ethos | A/I<br>A/I/R<br>A/I |  |  |
|--|---------------------|--|--|