

# Staff Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

Post – BHOC Outpatients Staff Nurse

Division – Specialised Services

Department - Outpatients

Band – 5

Salary - £28,407 – 34,581

Location – Bristol Haematology and Oncology Centre

Hours of work - 37.5 hrs p.w.

Annual leave – Up to 33 days dependant on NHS Service – Pro Rata

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

An exciting opportunity has arisen for a fixed term contract for a Band 5 registered nurse, would you like to know more about our Haematology and Oncology Outpatient Dept, come and work with us for a taster opportunity.

Would you like family friendly hours and no night or weekend shifts?

Are you an experienced nurse looking to work at an outstanding trust and regional specialist haematology and oncology centre?

The outpatient's department at the Bristol Haematology and Oncology (BHOC) centre has a vacancy for a Band 5 RN with current NMC PIN. The outpatient service operates weekdays days (Mon – Fri) from 08:00am to 6pm. You will need to have a passion. BHOC is the ideal location for you to develop your skills.

Would you like to work with a supportive team focused on delivering patient centred care?

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar** - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

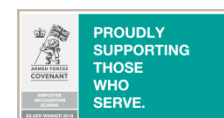
A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

We are  
supportive  
respectful  
innovative  
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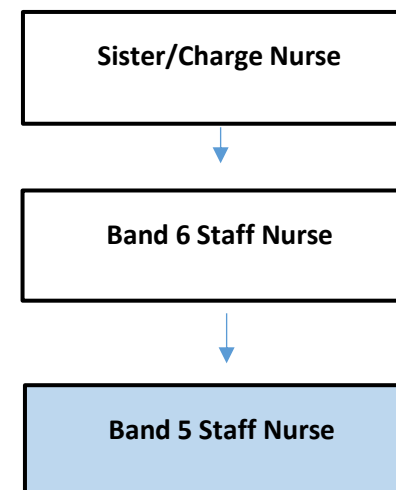
### Why join us at UHBW?

- Because we are passionate about supporting our staff and clinical teams, so that we can achieve our common goal of delivering outstanding patient care.
- Because we can offer job security in these uncertain times within an organisation that is dedicated to the well-being of its staff. We understand that we work to live (not live to work) and support flexible and part-time working patterns.
- Because we are one of a handful of health trusts to have achieved a CQC rating of “Outstanding” for a second time second time in succession.
- Because we are located in the heart of the vibrant City of Bristol, and the gateway to the glorious Southwest.

### Main Duties and Responsibilities:

#### Clinical

- Assess, plan, implement and evaluate patient care.
- Communicate effectively and maintain confidentiality with patient carers and the multidisciplinary team. Give written and verbal advice/teaching to patients and carers.
- Provide accurate timely contemporary records of care and treatment in line with UBHT record keeping policy and NMC.
- Work within Trust Nursing policies and procedures and professional boundaries undertake all appropriate aspects of Nursing Care required including specific relevant clinical skills gained following appropriate training instruction.
- Promote and maintain a safe environment for patients: Administer medicines in accordance with Trust policy. Promote a clean environment and the prevention of hospital acquired infections.
- Respond positively and act promptly to resolve problems/issues for patients/carers, utilising complaints procedures and PALs where appropriate.



### Key Working Relationships

- Supervisory / Sister / Charge Nurse / Lead band 7
- Senior Staff Nurse (s)
- Matron
- Ward team
- Medical and multi-disciplinary team
- CNS team
- Administrative and support staff
- Pharmacy staff
- Dietician
- Discharge liaison team
- Patient and visitors

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- Assist with the smooth running of the clinical area by carrying out other duties such as unpacking stores, tidying and cleaning up equipment.

### Management/Leadership

- Communicate effectively within the team; participate in motivating and supporting team members. Supervise staff and students in the absence of more senior staff. Act as a role model including mentor for learners and junior staff.
- Take day to day responsibility for the clinical area or sub team in a Ward or Department setting or for the total patient care or care of a group of patients in a critical care setting as required and prioritise effectively.
- Develop clinical reasoning skills, ensuring that when a patient's condition is deteriorating this is communicated to other members of the healthcare team and acted upon in a timely manner.
- Assist in maintaining and improving patient care by participating in quality initiatives, e.g., Essence of Care, Audit.
- Support the ward manager with effective use of resources e.g., staffing, supplies, stores.
- Work with senior nurses to develop management skills.

### Education

- Undertake training to extend current skills and expand the scope of professional practice for the patient group/client.
- Take responsibility for own professional development and clinical update.
- Participate in the clinical areas teaching programme.
- Participate with link roles as appropriate, e.g., Tissue Viability, Mental Health, Infection Control.

- During the first-year post registration, act as an associate mentor for student nurses and other learners in the clinical environment, progressing to acting as a mentor / assessor one year post registration.

- Act as a preceptor to newly registered nurses at one year post registration

- Formulate a personal development plan and take part in the annual appraisal process.
- Ensure all mandatory training is undertaken in line with Trust policy.

### Communication:

- Demonstrate politeness, courtesy, and sensitivity in providing compassionate care for patients, visitors/relatives, and colleagues.
- Contribute towards sharing good practice within the ward/department and Trust wide.
- Always promote a positive image of University Hospital Bristol and Weston NHS Foundation Trust.
- Work cohesively with all members of the ward team and promote effective liaison with all members of the multi-disciplinary team in ensuring that the very best services to patients are always provided.
- Communicate effectively within the team, participate in motivating and supporting team members and maintain confidentiality with patients and carers. Give written and verbal advice/teaching to patients and carers.
- Maintain effective communication with patients, relatives, and members of the Multidisciplinary team regarding all aspects of care demonstrating a range of appropriate communication skills.

### Patient Care:

- Practice safe standards of care following UH Bristol and Weston guidelines and policies and within the scope of the RN role.
- Participate in patient assessment to deliver high standards of care.
- Practice role and area specific competencies as identified by the Nursing Assistant Care and Competency Framework and clinical ward/area.
- Follow individual patient care plans, and report any escalate any changes as appropriate.
- Actively promote self-care and independence to enable timely discharge. Help individuals to maintain mobility and rehabilitation goals.

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- Maintain clear, concise patient records and documentation adhering to national standards and Trust policies and procedures.
- Obtain informed consent prior to giving care in accordance with Trust policies.
- Provide information to other members of the multi-disciplinary team on the care provided.
- Undertake safe transfer/escort of patients between settings after appropriate training and delegation.
- Provide clinical care in accordance with the infection prevention and health and **safety** policies and procedures.
- Promote health education specific to the clinical area and in line with national and local policies.
- Initiate and participate with cardio-pulmonary resuscitation procedures when required.

### Leadership and Management:

- Communicate effectively within the team; participate in motivating and supporting team members. Supervise staff and students in the absence of more senior staff. Act as a role model including mentor for learners and junior staff.
- Take day to day responsibility for the clinical area or sub team in a Ward or Department setting or for the total patient care or care of a group of patients in a critical care setting as required and prioritise effectively.
- Develop clinical reasoning skills, ensuring that when a patient's condition is deteriorating this is communicated to other members of the healthcare team and acted upon in a timely manner.
- Assist in maintaining and improving patient care by participating in quality initiatives, e.g., Essence of Care, Audit.
- Support the ward manager with effective use of resources e.g. staffing, supplies, stores.
- Work with senior nurses to develop management skills.
- Maintain the work environment in line with Trust infection control and patient safety policies.

### Professional Development and Education Responsibilities

- Maintain responsibility for the identification of own continuing educational and development needs, including audits of own workplace.
- Formulate a personal development plan and take part in the annual appraisal process.

- Ensure all mandatory training is undertaken in line with Trust policy.
- Keep up to date with changing practices and in consultation with line Manager.
- Make full use of relevant training opportunities and educational facilities for self-development.
- Be aware of and if appropriate assist in current clinical audit.
- Contribute to the provision of a learning environment for staff undergoing training.

### Service Development and Research:

- Maintain responsibility for the identification of own continuing educational and development needs, including audits of own workplace.
- Formulate a personal development plan and take part in the annual appraisal process.
- Ensure all mandatory training is undertaken in line with Trust policy.
- Keep up to date with changing practices and in consultation with line Manager,
- Be aware of and if appropriate assist in current clinical audit.

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### Knowledge and Experience

- Broad knowledge and experience of clinical nursing practice within a hospital environment. E
- Interest in the clinical area - E
- Experience of taking charge - D
- Experience of teaching - E

### Aptitudes

- Supportive (E)
- Respectful (E)
- Collaborative (E)
- Innovative (E)
- Sympathetic Attitude (E)
- Positive Outlook and behaviour (E)
- Adaptable to change & delegated tasks (E)
- Flexible and able to work in all areas (E)
- Integrity at all levels (E)
- Problem solver(E)
- Clear critical Thinker (E)
- Patient (E)

### Public Sector Language Competency

- Be able to speak fluent English to an appropriate standard. (E)

### Skills and Abilities

- Demonstrate competence in clinical skills relevant to the clinical area - E
- Good interpersonal and communication skills, written and verbal, able to communicate effectively with patients, carers, and MDT - E
- Computer skills - E
- Competence in calculations for safe administration of medicines/fluids - E
- Ability to take the lead, initiate and ensure appropriate action in response to the deteriorating patient - E
- Clinical decision-making ability - E
- Teaching/supervisory skills - E
- Ability to work with minimum supervision and take charge of a team - E
- Act in a professional manner - E
- Self-motivated - E
- Recognition of own limits - E
- Flexible working practices – E
- Mentor / Assessor/ supervisor to Students and newer members of staff E
- A team player, team builder, & Leadership skills - E

### Qualifications and Training

- RN UK NMC registration with current PIN (E)
- Training Qualification or equivalent experience - D (D)
- Relevant post registration course - D (D)

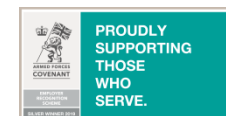
(E) = Essential

(D) = Desirable

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.