

## JOB DESCRIPTION

<b>Job Title:</b>	Staff Nurse - Respiratory - Acute Lung Unit
<b>Band</b>	Band 5
<b>Directorate:</b>	Medicine
<b>Department:</b>	Ward 2
<b>Location:</b>	Royal Bournemouth Hospital
<b>Accountable to:</b>	Clinical Leader Ward 2
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>To be responsible for the planning, assessment, development implementation and evaluation of care needs for patients.</li> <li>To carry out all relevant forms of care</li> </ul>

### General Duties

- To regularly take charge of the ward in the absence of the Clinical Leader / Charge Nurse
- Be aware and have an understanding of the principles of Clinical Governance
- To assist in the induction of new staff and support more junior staff as directed by the Sister/Charge Nurse
- To work in accordance with the department operational policy and Trust
- policies and procedures and operate within the boundaries of the role and sphere of assessed competencies
- Comply with NMC code of professional conduct
- To maintain standards of work and care through regular updates
- To assist in maintaining a clean, safe environment

### Communication and Working Relationship Skills

- To maintain effective communication with patient, their relatives, colleagues, and visitors.
- To provide adequate patient information and advice.
- To have due regard for them customs, values and beliefs of all.
- Keeps senior nursing staff informed of changes in circumstances which may affect the delivery of care.
- Maintain good liaison with other departments and members of the multidisciplinary team.
- To assist in utilising staff and resources in the most effective manner.
- To provide Directorate cover as and when appropriate.

### Analytical and Judgemental Skills

<ul style="list-style-type: none"> <li>• To provide high standards of individualised nursing care for patients and their families by assessing, planning, implementing and evaluating care.</li> <li>• Recognise and report appropriately any changes in patient's conditions and escalate appropriately.</li> <li>• To provide. Receive, interpret and communicate information with the MDT.</li> </ul>
<b>Planning and Organisational Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrate accepted organisational behaviour to support the quality and patient safety strategy.</li> <li>• To delegate roles to other members of the nursing team appropriately.</li> </ul>
<b>Responsibility for Patient/Client Care, Treatment and Therapy</b>
<ul style="list-style-type: none"> <li>• To be a patient advocate when necessary.</li> <li>• Demonstrate the principles of patient safety by ensuring that all treatment and procedures are delivered by competent, appropriately trained staff, including health care assistants.</li> <li>• As part of this nursing role the post holder will come into contact with bodily fluids (e.g. blood, sputum, vomit, urine etc.) on a daily basis during the course of their work.</li> <li>• To ensure all procedures and treatments are carried out according to Trust policies, procedures and protocols. This includes 'extended role' duties following appropriate training: IV Drug Administration, Cannulation, Venepuncture, and Male Catheterisation.</li> <li>• To provide high standards of individual care for patients, assessing, planning, implementing and evaluation care. Due regard to be given to customs, values and spiritual beliefs of both patients and their families.</li> <li>• In the absence of Senior Staff, ensure adequate staffing levels and appropriate skill mix is maintained, and any problems are reported to the Senior Nurse in Directorate.</li> <li>• To be proactive in preventing cross infection.</li> <li>• Be familiar with Policies including; Grievance, Disciplinary, Staff/Patient Accidents &amp; Complaints.</li> <li>• Comply with legal requirements pertaining to bot patients and staff e.g. Employment Legislation, Patients' Rights, Mental Health Act &amp; Carers' Rights.</li> <li>• To be involved in the development of the department/ ward service, in collaboration with the MDT, to meet patient's needs.</li> </ul>
<b>Responsibility for Policy / Service Development</b>
<ul style="list-style-type: none"> <li>• Keep up to date with profession issues in nursing practice.</li> <li>• Act as mentor/assessor for junior staff and students.</li> <li>• To set objectives for own personal development and development of the ward within the guidelines set by the Trust.</li> <li>• To be familiar with the Trust Guidelines relating to violence and aggression, and be able to diffuse situations within the ward, and know the correct mechanisms for summoning help and for reporting such incidents</li> </ul>
<b>Responsibility for Finance, Equipment and Other Resources</b>
<ul style="list-style-type: none"> <li>• To ensure all equipment is cleaned, maintained and in good working order at all times.</li> <li>• To report any faulty equipment appropriately and in a timely manner.</li> </ul>
<b>Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management</b>

- To develop leadership and management skilled to ensure a safe environment for the delivery of patient care on a day to day basis through effective critical decision making.
- To build effective working relationships with the ward team and the wider MDT to meet patient needs.
- To attend and participate in ward meetings.
- Act as a role model by demonstrating the professional standards and proactively reporting inappropriate behaviour and practice.
- Be a role model and be actively involved with monitoring and maintaining standards.
- To act as Clinical Facilitator to nurses on basic and post basic courses and participate in the continuous assessment of all grades of staff.
- To provide support to staff and be sensitive to individual needs and difficulties. Discuss these with Clinical Leader or Nurse Manager if appropriate.
- To have progress assessed regularly and personal performance reviewed annually.
- To access Clinical Supervision.
- To attend all mandatory updating as required including: Resus, Moving & Handling, Infection Control.

### **Responsibility for Information Resources and Administrative Duties**

- To be accountable for own professional practice and responsible for acquiring, developing and maintaining competencies and skills.
- To act as a resource for an identified topic.
- Support and educate junior staff.
- To provide individualised patient education as required.
- To support the Ward Sister to develop actions to improve the patient experience results.
- Admitting and discharging patients via the trust computer systems.
- To ensure accuracy and timeliness of all documentation.
- To meet trust values whilst delivering care to patients and relatives.
- To assist in checking patients property and valuables on admission and discharge.

### **Responsibility for Research and Development**

- To identify and participate in research and audit activities that enhances, evaluate and influence the patient care experience.
- Participate in both clinical and organisational audit as required, to continually evaluate the effectiveness of the service.

### **Freedom to Act**

- To maintain accurate and confidential patient health records.
- Ensure and maintain the privacy and dignity of patients at all times.
- Due regards to be given to customs, values and spiritual beliefs of patients and their families.

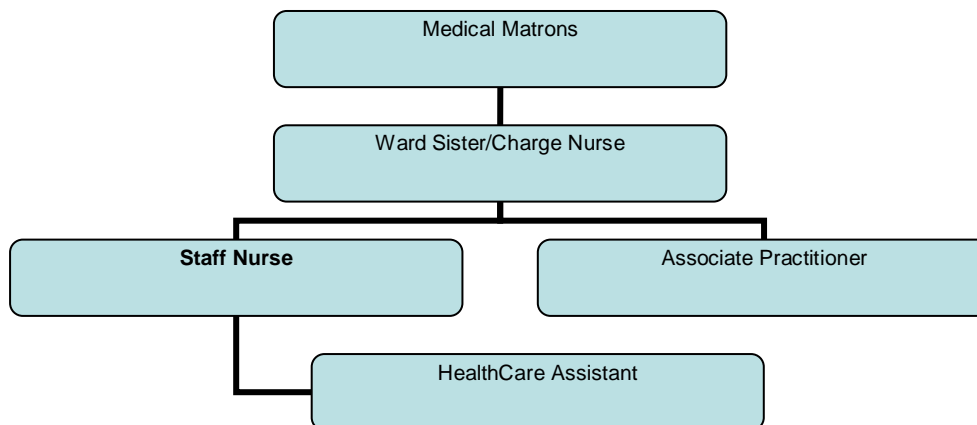
### **Any Other Specific Tasks Required**

- To assist in last offices in a dignified and respectful way incorporating family, religion or any other specific requests.
- Ability to concentrate with occasional interruptions and adaptations.
- Ability to adapt to changes in situation or to the plan of care, in order to accommodate unpredictable patient events/behaviour/condition.
- Able to manage challenging situations or behaviour from patients or staff in order to

maintain a safe, professional environment.

- To recognise stress in self and others and support colleagues.
- Provide safe and effective nursing care and psychological support to both patient and their significant others, including dealing with distressed relatives.
- To wear correct uniform at all times and to be neat and tidy in appearance as stated in Trust Policy.

### Organisational Structure of Department



### Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

### Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)



- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of

Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

### **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.