

Job Description

JOB TITLE: Staff Nurse

DIVISION: Surgery Division/Fracture Clinic

GRADE:5

REPORTS TO: Fracture Clinic Sister, Deputy Sister

ACCOUNTABLE TO:

[About NUH](#)



1. **Patients** - We will ensure our patients receive consistently high quality, safe care with outstanding outcomes and experience
2. **People** - We will build on our position as an employer of choice; with an engaged, developed and empowered team that puts patient care at the heart of everything it does
3. **Places** - We will invest in our estate, equipment and digital infrastructure to support the delivery of high quality patient care
4. **Performance** - We will consistently achieve our performance standards and make the best use of resources to contribute to an affordable healthcare system
5. **Partners** - We will support the improvement of the health of the communities we serve through strong system leadership and innovative partnerships to deliver integrated models of care
6. **Potential** - We will deliver world-class research and education and transform health through innovation

Our values are: Caring and helpful; Safe and Vigilant for our patients and colleagues; Being Clinically Excellent and driving innovation to meet the needs of our patients; Using our Resources wisely whilst; Providing Quality products, services and experiences for staff and patients

JOB SUMMARY

The post holder will be required to assess the care needs of patients and develop a program of care which is evaluated and amended as appropriate. In addition, the post holder will be expected to carry out relevant forms of care without direct supervision. He/she will not be required to regularly take charge of the clinic in absence of the person who has continuing responsibility.

KEY JOB RESPONSIBILITIES

1. Be responsible for the assessment of care needs and the development of programmes of care ensuring that these are evaluated and amended as appropriate.
 2. Document the condition and progress of patients and report to senior nursing staff and/or medical staff any areas of concern.
 3. Undertake nursing procedures and techniques in accordance with agreed policies and guidelines.
 4. Demonstrate clinical procedures to registered and unregistered staff as required.
 5. Take charge of the clinical area at times in the absence of the person who has continuing responsibility or his/her deputy.
 6. Supervise unregistered (and at times registered) staff as appropriate.
 7. Maintain effective channels of communication.
 8. Be aware of the need for confidentiality both in the written and spoken word.
 9. Maintain an awareness of the developments in the care and treatment of patients in order to be able to carry out duties competently and efficiently.
 10. Take all reasonable steps to ensure the safe keeping of patients' property in accordance with the Patients' Property Procedure.
 11. Assist the Sister/Charge Nurse in the implementation, monitoring and evaluation of all policies and procedures.
 12. Comply with all Hospital policies with particular regard to the policies and procedures carried out in maintaining staff and patient safety.
 13. Comply with the Drug Custody and Administration Code of Practice.
 14. Report all accidents and untoward incidents to the Nurse-in-Charge of the ward and complete an incident form in accordance with Trust policy.
 15. Assist the Sister/Charge Nurse in introducing new members of staff to their duties.
 16. Ensure where appropriate that the programmes of training for learners, both student nurses and nursing auxiliaries/health care assistants are completed.
 17. Undertake formal and informal teaching sessions as required and undertake training to act as a mentor to students.
 18. Ensure that the rights, dignity and confidentiality of the patient are protected at all times.
- Where not expressly stated in the core duties include the post holder's responsibility for patient/client care, policy or service development/implementation, physical and financial resources, human resources, information resources and research & development

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the

Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health and Wellbeing

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

Describe the post holder's normal working conditions (*such as exposures to hazards, requirement for physical effort etc*).

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by:

Date:

