

Job Description

Position:	
Division:	Surgery
Responsible to:	Specialist Nurse
Responsible for:	Staff Nurse, Nursing Assistants
Reports to:	Specialist Nurse
Salary:	Band 6
Band:	Band 6
Location:	Urology Investigation Suite
Hours of work:	37.5
Disclosure required:	Yes

Job purpose

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our objectives

1. **Safe** – Deliver standardised, safe, high quality care, which pursues perfection and puts SASH in the top 25% performers nationally.
2. **Effective** – As a teaching hospital, deliver effective and sustainable clinical care, which focus on outcomes, innovation and technology.
3. **Caring** – Develop the compassionate care we provide in partnership with patients, staff, families, carers and community services.
4. **Responsive** – Be the hospital of choice for our local people delivering services in response to the needs of our population.
5. **Well led** – Be a high quality employer that focuses on staff health and wellbeing and delivers patient-centred, clinically-led, efficient services.

Key working relationships

Matrons, Ward Manager, Ward Staff, Multidisciplinary teams, Patients, Carers

Main duties and key responsibilities

Communication and relationships

- (a) Deputises for the Senior Nursing Team, and liaises with members of the multi-professional team both within the organisation and with external stakeholders, to ensure care is delivered to the patient both effectively and efficiently.
- (b) Communicates proactively with all staff on the clinical condition and treatment plan of patients and ensures accurate nursing records are maintained by all staff.
- (c) Actively involves others in communications between patients, their relatives and the multi-professional team both within the organisation and with external stakeholders, and ensures excellent communication.
- (d) Leads and supports others in co-ordinating the discharge process and ensures written and verbal advice is available to patients, relatives and carers.
- (e) Actively involves patients, relatives and carers in their treatment and encourages others to enable individuals to assist in their own recovery.
- (f) Is actively involved in the dissemination of information to all staff, eg. Team Brief, Ward/Department meetings.
- (g) Acts as an ambassador/role model for the organisation and the Nursing Profession.

Knowledge, training and experience

- (a) Has well developed clinical understanding and practice with effective assessment skills.
- (b) Provides clinical advice as required to staff, carers and junior colleagues which promotes clinical practice that reduces risk to patients.
- (c) Participates in formal and informal teaching of all staff as required to ensure evidence based nursing care is delivered both locally and across the organisation.

- (d) Communicates National and local policies and initiatives which impact on patient and nursing care eg. The Trust's Clinical Governance and Nursing Strategies, for example Essence of Care, and is able to demonstrate their application in the department.
- (e) Knows how to access and direct others to Trust policies and procedures.

Analysis, planning and organising

- (a) Initiates emergency treatment where necessary and co-ordinates other staff in this process.
- (b) Ensures that all staff including temporary staff and pre-registration students are aware of emergency procedures to follow.
- (c) Leads others in the assessment, planning, delivery and evaluation of care of patients admitted to the department in accordance with Trust and departmental protocols.
- (d) Plans duty rotas to meet the requirements of the clinical area and the needs of the patients and takes into account skill mix requirements in relation to acuity and dependency.
- (e) With due regard to Risk Management policies and procedures, is actively involved in maintaining a safe environment for patients, relatives, carers and staff.

Responsibility

- (a) Responsible for leading and co-ordinating the department in the absence of the Senior Sister(s)/Charge Nurse(s).
- (b) Takes delegated responsibility for ensuring the maintenance of high standards of nursing care.
- (c) Ensures that all medical and emergency equipment is kept in a safe condition and is ready for use when required, and that faulty equipment is reported and/or replaced as necessary.
- (d) Ensures that all staff have necessary mandatory training in relation to all equipment used.
- (e) In conjunction with the Senior Sister(s)/Charge Nurse(s) ensures that an annual Training Needs Analysis is undertaken.
- (f) Under direction of the Senior Sister(s)/Charge Nurse(s), assists with undertaking performance reviews.
- (g) Collects and collates information as required.
- (h) Participates and leads in Nursing and Clinical Audit in the department.
- (i) Ensures evidence based, innovative practice in the delivery of nursing care and supports others in the implementation of changes identified to improve care.
- (j) Ensures the application of local standards, policies and philosophies which further the philosophy of patient centred, individual and evidence based care for all patients.
- (k) Participates in the performance development review process.
- (l) Actively manages resources; human, material and financial.

Physical/mental/emotional effort

- (a) In accordance with NMC requirements, act as a mentor to pre-registration students and others. Supports associate mentors.
- (b) Ensures the privacy, dignity and confidentiality of patients, relatives and colleagues is respected at all times.
- (c) Communicates sensitive/difficult information and subsequent support of patients, relatives, carers and colleagues as appropriate.

Freedom to act

- (a) Contributes to the development of policies, procedures and guidelines as appropriate.
- (b) Ensures own and others practice is in line with NMC Code of Professional Conduct at all times.
- (c) Ensures own and others professional/educational/training needs are identified and maintains own and others mandatory and professional updating in order to maintain clinical and professional credibility. Keeps professional portfolio up to date.
- (d) Will act as a link nurse for a particular area of practice and feedback information/developments to colleagues to ensure a consistent evidence base approach to care and practice across the organisation.

Working conditions

- (a) Ensures that the department is clean by making regular checks as appropriate to maintain a high standard and liaises with the housekeeping services manager as required.
- (b) Assisting in preparation for any external audits or inspections

Management function

- (a) Liaises with all members of the multidisciplinary team to ensure effective communications are maintained within the department.
- (b) Facilitates staff meetings, including team briefings and reads professional/managerial information as required.
- (c) Orientates new staff to the department and helps to plan the departmental orientation programme.
- (d) Actively assists the Senior Sister(s)/Charge Nurse(s) in workforce planning, by supporting and participating in the recruitment and retention of staff.
- (e) Actively promotes legislation and responsibilities under the Health & Safety at Work Act. Is aware of and follows policies and procedures with regard to patients, themselves, other members of staff, equipment

Key attitudes and behaviours

Is customer aware and deals at all times appropriately ie politely to all “customers” whether patients, their relatives, carers other members of staff or the general public.
Has a responsibility in ensuring the privacy, dignity and confidentiality of patients, relatives and colleagues is respected at all times.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the medical director's office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Essential	Desirable	Evidenced by
Qualifications		
Completed and obtained RN and has current live PIN on NMC register	Mentor course	Application and certificate
Experience		
Evidence of excellent inter-personal skills	6 months experience in an acute care setting 6 months experience in urology setting	interview
Knowledge, Skills and Competencies		
Evidence of under-standing and insight into current issues in nursing and NHS		Application Interview

<p>Evidence of appropriate knowledge base</p> <p>Is aware of responsibility in relation to NMC Professional Code of Conduct</p> <p>Good communication skills</p> <p>Good written and spoken English</p> <p>IT literate</p> <p>Medicines administration</p> <p>Male female and Supra Pubic catheterisation</p>	<p>Evidence of self-development</p> <p>Knowledge of Clinical Governance</p> <p>PTNS experience</p> <p>Bladder instillations</p> <p>Uroflowmetry</p> <p>Urodynamics course</p>	<p>certificate</p>
Behaviours and Values		
<p>Flexibility in shift/working patterns to meet the needs of the service</p> <p>Is able to participate as a team member</p> <p>Is of good health and good character as per NMC requirements</p> <p>Willing to accept additional responsibilities as delegated by senior staff</p> <p>Displays SASH Values:</p> <p>Dignity and Respect</p> <p>One Team</p> <p>Compassion</p> <p>Safety and Quality</p>		<p>Application and Interview</p>