



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Alex'.

Alex Whitfield, chief executive

Job Description

JOB DESCRIPTION	
Job Title:	Staff Nurse
Salary Band:	5
JOB SUMMARY	
The role is a primary function supporting the team for the optimal care of our patients. The delivery of high quality, effective and compassionate health care to the patients of the Hampshire Hospitals Foundation Trust is the most important objective for the organisation	
KEY RESULT AREAS/RESPONSIBILITIES	
<p>To support the team in the delivery of the service, this includes:</p> <ul style="list-style-type: none"> • High standards of Professional Practice to ensure quality and safety of patient care, experience and the patient journey • Developing own clinical practice, knowledge, skills and experience. • Acting as a good role model • Supporting the team in ensuring that clinical services are delivered to a high quality of care and that all compliance requirements such as CQC and contractual requirements are achieved. • To undertake the comprehensive assessment of patients using investigative and analytical skills where factors may be conflicting, requiring analysis and interpretation skills and the comparison of a range of options to achieve effective treatment or discharge planning check • To develop clinically reasoned treatment, action and discharge plans and to undertake and evaluate treatment 	
CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS	
<p>Professional Practice</p> <ul style="list-style-type: none"> • To adhere to Code of Conduct/Professional Standards of your Profession e.g. NMC or HPC • As a clinician to embrace and implement the vision and values of HHFT. • To be responsible for contributing to the creation and maintenance of a clinical environment in which care and compassion is consistently demonstrated, ensuring patient centred care, privacy and dignity is practiced at all times. • To adhere to the trust and local Child Protection and Safeguarding Policy at all times • To support the team to ensure and maintaining a high quality seven day, twenty-four hour service for all aspects of their work and the staff in their area /department. • To maintain, develop and record your own continuing professional development, including booking and attending all statutory, mandatory and Trust or speciality specific training 	

- To demonstrate the required behaviour in keeping with the Trust values.

Clinical practice

Freedom to Act:

- To be professionally and legally responsible and accountable as a practitioner for all aspects of the practitioner's own professional activities.
- To deputise for the team leaders to achieve the effective daily management of the ward/department including responding to urgent requests, prioritising clinical work and balancing other patient related and professional activities in accordance with trust standards
- Highly developed physical skills for accuracy e.g. of assessment, treatment administration, manipulation of equipment

COMMUNICATION

- To be personally competent to assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- To ensure that you communicate complex and sensitive information in an understandable form to seriously ill patients, carers and other staff, including imparting unwelcome news and ensuring understanding of their condition. e.g. patients who are dysphasic, deaf, blind or have difficulty accepting the diagnosis and act as a patients advocate.
- To use effective communication skills of negotiation, persuasion and empathy to enable timely and effective communication in own team the wider MDT team and other agencies.
- To develop personal capability to optimally support staff who may be in distress or requiring support and then to address issues which may be affecting their performance To ensure that you appropriately regard the individual customs, values and spiritual beliefs of patients and staff
- To empower and motivate those around you to constantly strive to improve care and experience for patients and staff.

PLANNING AND ORGANISATION

- To deputise for the team leader in managing the day to day on-going operational requirements of the clinical area, with authority to make decisions as required, keeping the line manager informed as appropriate and escalating issues in a timely fashion if required
- To delegate tasks effectively within the team, to optimise skill mix, flexibility and responsiveness of the team whilst retaining the professional responsibility of appropriate delegation
- To deal with any issues of professional behaviour or attitudes, quality or safety in the moment.
- To record and report adverse and potentially adverse events to the team leaders, and assist with the investigation of such events, ensuring learning is shared with the wider team
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity
- To support the team leaders in ensuring safe and effective clinical services – assisting in formulating and adjusting rotas to ensure appropriate number and skill of workforce available when required by the service, meeting the Trusts on-going requirements for roster management, supporting other clinical areas as required
- To take responsibility to ensure that staff for whom you have delegated responsibility are released for statutory/mandatory and clinical skills/lead training.

<ul style="list-style-type: none"> To assist in organising and planning complex case conferences, ensuring patient, carers and the correct range of professions/agencies are included.
BUDGETARY AND RESOURCE MANAGEMENT
<ul style="list-style-type: none"> To ensure that you and the staff you supervise maintain contemporaneous, accurate and evaluative patient records with clinically reasoned action plans and evidence that these plans have been enacted, evaluated and revised if necessary.
STAFF MANAGEMENT
<ul style="list-style-type: none"> To assist with the management of assistants through delegation of tasks to assistant grades of staff, monitoring the standards of work through the competency framework Refer concerns to line manager e.g. performance, attendance or conduct
TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES
<ul style="list-style-type: none"> To have a clinical knowledge across a range of work practices To be aware of the evidence base, current national developments within the speciality and to utilise this knowledge and best practice in supporting the development of clinical services To support the team in maintaining maintain a broad, clinical skill set within the team to ensure high quality and compassionate care for all patients presenting to the clinical area To be personally competent to support the development of clinical competency within the clinical area, by assisting in drug and clinical assessments for own staff and to support other areas as needed To assist in the delivery of appropriate aspects of the Trust wide clinical skills training, working collaboratively with clinical specialist colleagues and supported by the Education team To assist with the management of assistants through delegation of tasks to assistant grades of staff, monitoring the standards of work through the competency framework To assist in the effective induction and orientation of new staff, to meet specific needs e.g. staff on probationary contracts. To support the achievement of clinical standards and to regularly audit and implement actions to maintain and improve quality and safety. To have an understanding of the methodology of critically reviewing evidence and regularly conduct surveys and audits.
TRUST VALUES
<p>Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.</p> <p>The post holder will be:-</p> <ul style="list-style-type: none"> Compassionate, caring about our patients. Accountable and responsible, always looking to improve. Respectful for all and show integrity in everything. Encouraging and challenging each other to always do our best.

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

Person Specification

PERSON SPECIFICATION	
Job Title: Staff Nurse	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Professional UK registration e.g. NMC, HPC Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience Computer Literate 	
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Evidence of Continued Professional Development (CPD) clearly recorded for professional profile Completed clinical placements in a variety of areas Knowledge of the management of in-patients and outpatients including evidence-based strategies. Knowledge and experience of a range of approaches to the management of patients utilising clinical reasoning. Multidisciplinary team working Understanding of Health Environment policies and legislation including Clinical, HR, E&D, Governance Adherence to current statutory requirements, standards, and regulations Awareness of local and national agenda within the speciality 	<ul style="list-style-type: none"> Experience of staff supervision Awareness of local and national agenda within the speciality
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Ability to demonstrate the required behaviour in keeping with the Trust values Ability to communicate written and verbal information in English, keeping legible and accurate notes Able to present information, written and orally in a clear and logical manner 	<ul style="list-style-type: none"> Customer service experience i.e. dealing with complaints

<ul style="list-style-type: none"> • Good communication skills to communicate complex, sensitive or confidential information in an appropriate manner. • Understands the legal responsibilities of the profession. • Show evidence of being self-motivated and motivate others. • Be able to demonstrate initiative. • Have a flexible approach. • Ability to organise, prioritise and delegate. • Ability to work with the multi/interdisciplinary team and set goals. • Understanding of Clinical Governance and the implications for clinical services including experience of quality issues and audit. • Ability to comprehend and work within the Trust's policies of data protection, equal opportunities and Health and • Safely meet the differing needs of the patients. • Able to carry out moderate to intense physical effort frequently throughout the working day and to carry out concurrent activities. • Ability to cope with working in a stressful and unpredictable environment. • Clinical Skills appropriate to the relevant area • Applies a good understanding of Equality & Diversity in all areas of work 	
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Should be willing to work flexible hours on occasion 	<ul style="list-style-type: none"> • Full driving licence • Access to own vehicle, which can be insured for business use

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Climate Action and Sustainability

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)