

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS

Job Title: Staff Nurse

Band: 6

Department/ Directorate: Community Nursing

Base: *ACUTE RESPONSE TEAM*

Clinical Board: Primary, Community and Intermediate Care

ORGANISATIONAL ARRANGEMENTS

Accountable to: **1.** (Managerially) Team Leader
 2. (Reporting) Team Leader

Our Values ‘*CARING FOR PEOPLE; KEEPING PEOPLE WELL*’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask ‘what can I learn’?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY

The post-holder will be a member of the **ACUTE RESPONSE TEAM** based at St Davids and the geographical area of Cardiff and the Vale catchment area, responsible to the Team Leader for meeting agreed objectives. Professional responsibility and line management accountability will be to the Team Leader.

Accountable to:

1. (Managerially) Team Leader
2. (Reporting) Team Leader

Job Summary:

- Assessment of care needs and the development, implementation and evaluation of programme of care.
- To maintain accurate written records.
- Take charge of a caseload in the absence of the Team Leader/Deputy Team Leader.
- To demonstrate, teach and supervise the nursing care which families can safely assume, enabling them to carry out the recommended treatment.
- To provide a high standard of nursing care to patients in their own home or other place of residence.
- To participate in the learning programme of allocated students.

Any other appropriate duties as requested by the Team Leader/Deputy Team Leader

DUTIES AND RESPONSIBILITIES

- To supervise the delivery and quality of care given when acting as a Team Leader.
- To organise staff when acting as Team Leader according to competencies and workloads, to meet identified patient needs and prioritise and plan activities accordingly.
- To participate in the identification of learning needs of patients/relatives/staff and to devise teaching programmes as necessary.
- Demonstrate up to date knowledge concerning the medical condition of patients and identify appropriate nursing action relating to nursing research.
- Act as mentor to primary and associate nurses.
- To monitor and ensure that quality standards are met.

OTHER RESPONSIBILITIES

1. In the absence of the Team Leader/Deputy Team Leader undertake the Line Management role for the Nursing Team as appropriate.
2. Participate in the Boards Personal annual development review.
3. Attend meetings as appropriate.
4. Contribute to the training of assigned student nurses and other health care workers, as delegated by the Team Leader/Deputy Team Leader.

5. Participate in clinical and educational audit.
6. Participate in approved research.
7. Maintain accurate and contemporary records.
8. Provide statistical and caseload information.
9. Identify any training needs and relevant courses for own development.
10. Comply with Child Protection Procedures.
11. Act at all times in accordance with legal requirements and statutory rules relating to Practice, Board Policies and Practice Protocols.
12. To liaise with other Health Care Teams.
13. Maintain confidentiality of information regarding patients, family and friends at all times.
14. Be conversant and comply with the Board's Health and Safety Policy.
15. It is the policy of the Board to promote positive health. Smoking, therefore, is actively discouraged and prohibited in the majority of health service premises. Those premises that are not currently designated as "no smoking" may be designated in the future.

MANDATORY TRAINING REQUIREMENTS

The Health Board requires that every individual attends mandatory training sessions. Each individual shall cooperate with management in attending sessions as requested.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION

Job Title: Band 6 ART Nurse
Department: : Acute Response Team

Base: St David's hospital

Clinical Board PCIC

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	<ul style="list-style-type: none"> • First Level Registered Nurse • Degree level • NMC registration • Up to date with Manual Handling/CPR 	<ul style="list-style-type: none"> • Post Registration qualification i.e. Fundamentals of Community Practice, Palliative Care Distant Learning Module, Clinical Patient Assessment 	<u>CERTIFICATES</u> C.V. REGISTRATION
EXPERIENCE	<ul style="list-style-type: none"> • Sufficient post registration experience • Recent experience related to role • Experience of planning patient's needs • Experience of multi-professional working • Experience of organising resources to patient needs (e.g. equipment dressings etc.) 	<ul style="list-style-type: none"> • Extended clinical skills • Experience of working in the community • Experience of insertion and care of CVAD 	C.V. REFERENCES
KNOWLEDGE/ SKILLS	<ul style="list-style-type: none"> • Implement and evaluate treatment • Demonstrate up to date knowledge and relate appropriate nursing action to research • Able to make decisions regarding care and update care plans • Ability to work on your own using your own initiative 	<ul style="list-style-type: none"> • Cannulation /phlebotomy • Care of central venous catheters • IV drug administration • Awareness of anticoagulation guidelines 	<u>INTERVIEW</u> REFERENCES C.V.

	<ul style="list-style-type: none"> • Ability to work within a multi-disciplinary team • Ability to demonstrate evidence based practice 		
PERSONAL QUALITIES <i>(Demonstrable)</i>	<ul style="list-style-type: none"> • Caring, committed and enthusiastic to providing a quality service • Effective communication skills • Fully motivated to working in a changing environment • Evidence of relevant continuing education • Ability to work flexibly to facilitate care 		<u>INTERVIEW REFERENCES</u>
OTHER <i>(Please specify)</i>	<ul style="list-style-type: none"> • Fully aware of current professional issues • Commitment to professional development • You must be able to travel in a timely fashion to meet the needs of the post 		INTERVIEW DOCUMENTATION

Date Prepared: 11/3/2019