



Cambridge  
University Hospitals  
NHS Foundation Trust

# Applicant Information Pack

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## About CUH

Cambridge University Hospitals NHS Foundation Trust (CUH) is one of the largest and best known Trusts in the country. As the local hospital for our community we deliver care through Addenbrooke's and the Rosie hospitals, offering general, specialist, women's and maternity care respectively.

Our service is about people — staff, patients, partners and the public.

Our values **Together – Safe | Kind | Excellent** – underpin every aspect of work in the Trust and set our standards not just to our patients but to each other as colleagues.

Please contact Recruitment Services on **01223 217038** if you need support in completing your application or require the information to be provided in an alternative format.



**Together**  
**Safe**  
**Kind**  
**Excellent**

## About CUH

# Together

***I always take care of the people around me***

Everything we do, we do together. We practise kindness in our everyday actions - speaking, listening and behaving with warmth, empathy and consideration.

# Safe

***I never walk past, I always speak up***

We hold ourselves accountable to highest possible standards of safety in our environments and practices. We want everyone in our care – our colleagues, patients and visitors to feel secure, valued and heard. We welcome everyone, whatever their background or beliefs.

# Kind

***I'm always looking for a better way***

We're proud of our ground-breaking research and bold in our ambitions. Our knowledge is always evolving and we use our unique insights to constantly improve our patient care.

# Excellent

## Working at CUH

You will be part of an organisation where over 11,000 staff work in more than 100 different roles. CUH is a great place to start or develop your career. You will work in a supportive environment where everyone's contribution is valued and acknowledged.

CUH is committed to promoting a diverse and inclusive community - a place where we can all be ourselves. We value our differences and fully advocate and support an inclusive working environment where every individual can fulfil their potential.

CUH is a family of hospitals comprising Addenbrooke's and The Rosie. We deliver expert care for patients – locally, regionally and nationally – while our vibrant teaching community equips and empowers our staff for the future.

Whatever your role, the quality of care our patients receive is dependent on the contribution of each and every member of staff. We believe that this is a joint approach – the attitude, qualities and skills you bring to your role and the support, development and job satisfaction you can and will expect from us in return.

## Our Hospitals

Addenbrooke's provides emergency, surgical and medical care and is a regional centre of excellence for specialist services such as organ transplantation, neurosciences, paediatrics and genetics.

The Rosie is a women's hospital and the regional centre of excellence for maternity care. It has its own theatre suite, foetal assessment unit, ultrasound department and neonatal intensive care unit.

## CUH Together 2025 – building for the future

We're looking to the future, and setting our strategy to realise our vision of a healthier life for everyone through care, learning and research.

Alongside colleagues, patients and partners, we've developed CUH Together 2025 - a strategy that builds on all we've achieved and focusses on three priorities over the next three years: Improving patient care, supporting our staff and building for the future.

Please [visit our website](#) to read the documents and/or watch the strategy videos

# What we can offer you

## Flexible Working

CUH is committed to assisting employees in achieving a good work-life balance irrespective of role or personal circumstances. Flexible arrangements may include but are not limited to part-time working, job-share, term-time working and flexible start and finish times.

## Home and Hybrid Working

The Trust's remote/home working policy is in place to offer additional flexibility and choices where we are able to so. The Trust encourages collaborative discussion within teams to explore new ways of working.

## Advantage Salary Sacrifice Scheme

CUH is able to provide non-cash benefits to employees for various things which include childcare, bike purchase and car lease. Employees sacrifice the agreed amount from

their salary before any deductions are made. Employees benefit due to the tax, National insurance and pension contributions being calculated on the reduced salary.

## Learning and Development

CUH offers a huge range of training and educational opportunities for all staff, designed to support personal development and career progression. Our dedicated Learning and Development team are on hand to offer support and advise which opportunities best suit individual needs.

## Supporting Our Staff

CUH strives to ensure that working for CUH is a good experience and will have a positive impact on your health, safety and wellbeing. CUH offers a range of services to support staff including peer-to-peer support, step-by-step tools, free counselling services and physiotherapy amongst many other excellent supportive services.

## Frank Lee Leisure and Fitness

The Frank Lee Leisure and Fitness Centre offers fantastic and affordable onsite fitness facilities for staff working on the CUH campus. Facilities include a 25m pool, gym and over 100 fitness classes to choose from each week.

## Deposit Loan Scheme

This scheme is available to staff earning up to £45,000 per annum. An interest free loan of up to £3000 is available to help with the deposit on rental accommodation.

More information about staff benefits and rewards can be found on our careers website

<https://careers.cuh.nhs.uk/working-with-us/staff-benefits-and-rewards/>



# Staff Nurse Role Summary

To provide a high standard of safe individualised, holistic and evidence-based patient focused care in consultation with the patient, relatives and the multidisciplinary team.

## **Job Title**

**Staff Nurse**

## **AFC Band**

**5**

## **To whom responsible**

**Senior Sister/Charge Nurse**

# Key Duties and Responsibilities

## Clinical:

- Using clinical knowledge/expertise, provide a high standard of skilled care to patients based on a full assessment of the individuals needs in consultation with the multi-professional team
- To devise and evaluate patient care plans ensuring that realistic goals are set in consultation with the patient, their family and the multi-professional team
- To ensure due regard is given to the customs and spiritual beliefs of patients, carers and relatives
- To promote and role model effective communication within the multi-professional team
- To act as a link nurse
- To identify the learning needs of patients, relatives and staff and, in consultation with the Sister/ Team Leader, plan and implement programmes

to meet those needs, thereby improving practice

- To ensure all documentation adheres to the Trust's documentation standards
- To ensure evidence-based practice is delivered within the clinical area through participating in research or facilitating the application of research findings into practice

## Education:

- To be a mentor/learning resource for students/junior staff
- To develop own knowledge base including research, ensuring practice is evidence based and contributes to the enhancement of patient care
- To act as a reflective practitioner, questioning clinical practice

- To actively participate in departmental education programmes, including Preceptorship if Newly Qualified
- To participate in reviewing policies and procedures to improve outcomes and the quality of service provided

## Managerial:

- To ensure the effective and efficient use of all ward/department resources
- To maintain competence in the essential skills required for delivering care within the clinical area
- To actively participate in the implementation of any change in practice within the clinical area
- To undertake the shift co-ordinator (nurse in charge) role on a shift basis once competency is achieved

# Key Duties and Responsibilities

## Professional:

- To act in a professional manner and as a role model to other staff members
- To accept personal accountability for own practice as a Registered Nurse and to work at all times within the Nursing & Midwifery Council (NMC) Code of Conduct
- To adhere at all times to Cambridge University Hospitals policies and procedures

## Leadership:

- To provide leadership to all members of the ward promoting effective teamwork
- To be responsible for ensuring the clinical area has appropriate numbers and skill mix for the dependency level of the patients for the next 24 hours

- To liaise with management, bleep holders and bed managers regarding admissions and staffing issues and act according to local policy
- To help ensure that all patients have a safe and effective discharge plan
- To maintain a positive approach to achievement within the team
- To ensure adequate provision and maintenance of equipment and the resources required for the next 24 hours
- To facilitate the orientation and induction of new staff to the clinical area
- To ensure all members of staff receive support and mentorship
- To teach those practical skills in which you are competent to junior members of the team

## On-call requirements:

- Irregular or unsocial hours - as per clinical area

# Person Specification

**Assessed:** **A** = Application Form **I** = Interview **T** = Test

The person specification sets out the criteria we consider essential when recruiting and selecting candidates. Please consider and evidence these in your application. All roles at CUH are considered developmental. As such, and in line with seeking to provide fair access to opportunities, recruitment decisions will take account of potential in candidates. Demonstrating commitment to meeting the role criteria will be accounted for, alongside already having met them.

Qualifications		
Essential	Desirable	Assessed
Current registration with NMC on part one or two of the register	Teaching and assessing qualification	A
Newly Qualified or working towards registering with the NMC	Other post-basic, health-related courses evidence of continuing professional development and its application	A
Experience		
Essential	Desirable	Assessed
Proven clinical practice in an acute hospital setting	Experience of mentoring junior staff	A/I
Experience of utilising reflective practice	Experience of teaching junior staff	A/I
	Experience of shift: shift ward management in absence of senior colleagues	A/I
	Experience of clinical supervision	A/I

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Knowledge		
Essential	Desirable	Assessed
Understanding of NMC Code of Conduct and guidelines of professional practice	Awareness of risk management procedure	A/I
Good theoretical and practical knowledge of nursing within the clinical area	An understanding of the professional nursing agenda	A/I
Health and Safety awareness	Awareness of broader issues within the Trust and NHS	A/I
Understanding and knowledge of Quality issues and Clinical Governance		A/I
Awareness of Trust and Ward/Department policies		A/I
Professional awareness reflected in attitude and appearance		A/I
Skills		
Essential	Desirable	Assessed
Ability to demonstrate effective verbal and written communication skills with all members of the healthcare team, colleagues, patients and relatives	Ability to induct and orientate new staff to clinical area and to identify the key learning needs of less experienced staff	A/I
Ability to achieve competency in Trust computer systems	Practical skills teaching	A/I

# Person Specification

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Skills		
Essential	Desirable	Assessed
Practical application of Trust documentation standards	Ability to demonstrate practical application of health and safety in relation to acuity and patient/nurse ratio	A/I
Ability to take initiative when required and liaise with the appropriate manager/bleep holder	Effective management of equipment and resources	A/I
Understanding and maintenance of confidentiality		A/I
Ability to identify problems and recommend solutions		A/I
Ability to demonstrate effective time management		A/I
Ability to plan, organise and prioritise workload		A/I
Awareness and respect for the cultural and emotional needs of colleagues, patients and relatives		A/I
Ability to adapt to meet changing workloads and to work under pressure		A/I
Ability to work well within a team		A/I
Willingness to adapt to change as the organisation develops		A/I

# Person Specification

**Assessed:** A = Application Form I = Interview T = Test

Additional Requirements		
Essential	Desirable	Assessed
Flexible approach to working in line with service requirements		
The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of Together-safe, kind, excellent		
Actively promote and value equality, diversity and inclusion, treating others with dignity and respect		
Compliance with all Trust policies and procedures		