

Welcome to Epsom and St Helier University Hospitals NHS Trust

Thank you for showing an interest in working with us at Epsom and St Helier – a family of more than 7,000 colleagues.

We are truly an integrated health and care Trust. In simple terms, that means that as well as the services we provide at our acute care hospitals (Epsom in Surrey and St Helier nearby in south west London) we work with local GPs, mental health services, community providers and local authorities, with the joint aim of preventing local people from becoming unwell, and when they do, that they receive the right care, in the right place, with the right support.

So, as well as great hospital care, together we offer an increasing range of services. These include adult community health, sexual health and children's therapies. Many of these community services are run by the partnerships we host, Surrey Downs Health and Care and Sutton Health and Care.

Continuing the partnership theme, we also host and run some exceptional hospital-based services including the South West London Elective Orthopaedic Service – rated 'Outstanding' by the Care Quality Commission (CQC) – and we also have the largest nephrology (care around kidney disease) service in the UK, that isn't co-located with a transplant service.

We also work as part of the St George's, Epsom and St Helier Hospital and Health Group, with a shared leadership and increasing collaboration to develop stronger clinical and corporate services between two major providers serving Surrey and South West London.

These partnerships are at the forefront of joining together health and care for local people, and part of the national NHS ambition to provide the best care locally.

In autumn 2019, as an entire Trust, we moved up to become rated 'Good' by the CQC and we seek to continually improve. As part of that, we have secured £500m as part of the government's Hospital Infrastructure Plan to enable us to build a brand new Specialist Emergency Care Hospital in Sutton and finish the refurbishment of the existing buildings on the Epsom and St Helier hospital sites.

We are committed to making all of our work places great places to work, with the right support and culture to help you excel. We spoke with more than 3,000 colleagues about what makes a good day at work and as a result introduced a new core value – 'Respect'. And as a result 'Respect' is at the heart of everything we do. This means we want everyone who works with us to be able to do the best that they possibly can with opportunities available for everyone to grow and develop. It also means that there is no place for bullying, racism, discrimination or other poor behaviours.

We continue to develop as a Trust and with our partners. There is lots to do and we welcome you to help us on that journey, starting with the following job description, which we hope inspires you to be part of our success.





Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called Surrey Downs Health and Care.

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website www.suttonhealthandcare.nhs.uk.

Job Description

Job title:	Staff Nurse
Band:	5
Responsible to:	Senior Sister for Clinical Area
Accountable to:	Matron for Clinical Area
Responsible for:	Junior staff

Job Purpose

To provide high quality nursing care to patients as part of a cohesive Multi-Disciplinary Team. The post holder will undertake duties involving delivery of nursing services and holistic assessments of patients health needs using a person centred approach. In addition, the post holder will be involved in health promotion and innovative activities that enhance patient service delivery and the patient experience.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

The post-holder will ensure that in all areas of practice they adhere to all current NMC

guidance, and must maintain accurate, comprehensive and contemporaneous records

in accordance with Trust and NMC guidelines, ensuring that confidentiality is maintained at all times.

Take responsibility for a group of patients and deliver hands on care within own level of competence.

To give skilled nursing care, based on principles of best practice and clinical evidence and ensure that nursing care is patient focused and patient dignity and privacy are maintained at all times.

Undertake comprehensive assessment of the physical, psychological and social care needs of patients and provide person centred care plans that facilitate the patient's own choices, promoting independence and self care, as appropriate.

To ensure the safe handling of body fluids and contaminated sharps.

Be alert to the needs of vulnerable adults including risk assessment and taking appropriate action when required.

Safely administer prescribed medications and to monitor their effects.

Use reflective practice as a method of ensuring that appropriate effective nursing care is delivered to each patient.

Ensure competency and safe maintenance of all medical devices within the sphere of responsibility.

Work with nursing and other healthcare professions, patients and their relatives/carers to assist in the timely discharge from the clinical area through appropriate discharge planning in conjunction with the Discharge Co-ordinators.

Communication

Establish and maintain effective relationships with patients, carers and the multi-disciplinary team in order to facilitate patient choice and independence.

To effectively communicate complex and sensitive patient information to colleagues within the nursing service and to multi-disciplinary team members involved with patient care.

To maintain positive and effective communication and working relationships with patients, their families, and all other professionals to enhance a dignified and high standard of care provision.

At all times have an awareness of potential barriers to communication and an understanding of how to overcome these barriers to ensure effective communication occurs.

Ensure due regard is given to the customs, values and spiritual beliefs of patients and colleagues and that equal opportunities are practised at all times.

Communicate effectively through IT systems such as data input and web based information.

Professional Leadership and Management

Supervise and support unregistered members of staff and all new members of the team.

To organise and prioritise own work without direct supervision, reporting any issues, untoward clinical incidents or personal limitations, in the appropriate manner to the senior nurse on duty completing necessary documentation to level of responsibility.

Attend and participate in all types of ward/departmental meetings as required including being the patient's representative at multi-disciplinary meetings.

Support the senior sister in managing the resources required in the provision of care, with an awareness of the financial implications of all actions.

Assist untrained staff with all clerical and housekeeping duties including:

- use of Inpatient and clinical management systems
- Check results and file appropriately after review by doctor where appropriate
- Patient notes management.

Take appropriate action in regard to any accident or incident to patient, staff or visitor within the scope of the post holder's responsibility and in line with Trust guidelines.

To be responsible for the care and safe keeping of equipment issued for personal and team use and to report any defect or loss.

To participate in service development activities, identifying areas for improvement as appropriate.

Quality and Performance

Contribute to the implementation, monitoring and reporting of performance outcome measures, alerting managers of any shortfall

Provide care within the clinical governance framework.

To participate in clinical supervision on a regular basis with a designated person.

Maintain appropriate and up to date knowledge and skills and undertake continuing education in accordance with personal and service needs and the Knowledge and Skills Framework.

Work and adhere to the needs of the service continuously striving to improve the quality of service provision

Education, Training and Development

Maintain own mandatory training requirements.

In accordance with the NMC Scope of Professional Practice continue to develop and expand your role to embrace generic and specialty specific skills.

Participate in self-appraisal and performance review, maintaining an up-to-date Personal Development Plan that reflects the Trust's values and behaviours.

Take every opportunity to develop skills and competence to carry out the role effectively and efficiently.

Be aware of own limitations and the need for continuing education and personal development. Communicate these needs to the ward sister or mentor as they arise.

Participate in Student Nurse Education and assessment in accordance with the university requirements.

Participate in Clinical Supervision to enhance own practice through learning from others.

Maintain personal records of continuing professional development in order to maintain NMC practice registration.

Participate in clinical audit and where necessary, research projects, to ensure the development of effective and innovative practice and maintenance of standards.

Professional

Be aware of, and act in accordance with, the Trust's Organisational and Clinical Guidelines and Policies.

To be aware of, and act in accordance with the NMC Code of Conduct and other professional Guidelines.

Maintain appropriate and up-to-date knowledge and skills by undertaking continuing education in accordance with personal and service needs.

Promote a professional image at all times and to be accountable for own clinical practice.

To be responsible for own professional development through active learning and reflective practice.

Apply a problem solving approach to practice, seeking resolution to problems with an awareness of own personal limitations of knowledge and practice.

Maintain high professional standards acting as a positive role model for the profession and service.

Person Specification

Job title: Staff Nurse - Band 5

Factors	Criteria	Assessment*
<i>Essential/Desirable</i>		
Education/Qualification		
Essential	Registered Nurse (RN)/ODP	AF/C
	NMC/HCPC Registration	AF/C
	Literacy and numeracy skill	AF/T
Desirable	Evidence of other post-registration education and training.	AF/IV
Experience		
Essential	Recent clinical nursing experience	AF /IV / T
	Negotiating and liaising within a multi-disciplinary team	AF/IV
	Supporting students and other learners e.g. HCAs teaching others in the practice environment	AF/IV
	Experience of undertaking general assessment by utilising evidence based care.	AF/IV /T
	Previous experience in the Nursing process, care planning and fluent in record keeping	AF/IV /T
Desirable	Experience of training students.	AF/IV
	Participation in audit; research projects; service development	AF/IV
	Post registration experience	AF/IV

Skills and Knowledge		
Essential	Knowledge of Revalidation	AF/IV
	Ability to listen effectively and ability to give constructive feedback to clients and colleagues.	AF/IV
	Time management skills.	IV
	Knowledge of how Equal Opportunities can be implemented in practice.	IV
	Able to demonstrate reasonable response to service user needs and prioritising and dealing with those needs with a required urgency.	IV
	Awareness of the management and use of data in the NHS setting	AF/IV
	Knowledge of evidence based practice.	AF/IV
	Knowledge of infection control	AF/IV
	Knowledge of general wound care	AF/IV
	Promotion of continence	AF/IV
Desirable	Understanding of resource management	A/IV
	Knowledge of the audit process	AF/IV
Other		
Essential	Ability to work in a team and be a proactive member and able to engage in change process in the team.	IV
	Ability to assess a situation and act promptly.	IV

	<p>Ability to implement learning in practice and inform others.</p> <p>Ability to communicate well verbally and in writing such as computerised documentation and data entry</p>	<p>IV</p> <p>AF / IV</p>
Desirable	Ability to critically analyse and evaluate research relevant to practice.	IV
<p>* Assessment will take place with reference to the following</p> <p>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</p>		