



Job Description and Person Specification



Job Description

Job Title	Staff Nurse
Band	5
Hours	37.5 per week full or part-time
Department	C5 Acute Medical and Endocrine Ward
Division	Medicine
Location / Hospital Site	Royal Sussex County Hospital
Responsible to	Ward Manager Tedi Anne Dela Cruz
Accountable to	Matron for Speciality Medicine
DBS Level	Enhanced
DBS Barring	Children and Adults
DBS Workforce	Children and Adults

Role Summary

The post holder will work as part of a team to provide an effective, safe environment of care for individual patients, their relatives and carers.

Key Working Relationships

The post holder's key relationships will be with:

Internal: Nursing Staff, Medical Teams, Allied Health Professionals

External: Local Authorities, Primary Care Health Colleagues

Main Duties and Responsibilities

Management

Prioritises care and delegates workload and ward activities appropriately to HCA's and other staff; may be required to take charge of the ward on an ad hoc basis.

Effectively and professionally deals with emergency situations.

Adheres to local and National policies and guidelines.

Contributes and actively participates in correct reporting and handling of incidents and accidents.

Has awareness of ward and team dynamics

Identifies and reports malfunctioning equipment and takes necessary action.

Ensures adequate ward stock levels are maintained.

Maintains awareness of ward resource issues

Processes patient property and valuables in accordance with UHSussex policy.

Clinical

Provides effective, safe, evidence based patient care in accordance with the Nursing and Midwifery Council (NMC) Code of Conduct

Adheres to NMC code of conduct.

Assesses, plans, implements and evaluates individualised evidence based patient care.

Works in accordance with ward philosophy and nursing model

Effectively processes admissions & transfers and plans discharges in accordance with UHSussex policy and standards.

Actively participates in promotion of education for patients, their relatives and colleagues with consideration to resources available.

Ensures provision of all drugs as prescribed in accordance with UHSussex policy, including parenteral administration.

Ensures safe practice with regard to moving and handling, SHARPS adheres to trust infection prevention policies including Personal protective equipment (PPE).

Provides accurate documentation of patient care in accordance with UHSussex and national policies.

Communication

Employees must adhere to the Trust's Policy and Procedure for Raising Issues of Concern regarding patient matters, health and safety, corruption and negligence.

Have excellent communication skills with patients, their relatives and other healthcare professionals either in a one to one or group setting. Providing and receiving complex and sensitive information.

Adapt as appropriate communication with non-English speaking patients, patients with dysphasia, sensory deficits, learning disabilities and mental health issues and to advise team members as required.

Ensure all clinical documentation is completed to the highest standard meeting NMC/ HPC and Trust guidelines.

Contributes to the creation of a high-performing working atmosphere in all departments by actively listening to others and encouraging feedback about the service.

Participates in ward handover.

Participates in medical ward rounds, discharge planning and other multidisciplinary team meetings and ward team meetings.

Builds effective relationship with patients' relatives and carers and other members of the nursing and multi-disciplinary team.

Makes and receives telephone calls with due courtesy, effectively imparting and recording information taking into account confidentiality, Caldicott and Data Protection

Handles complaints and plaudits in a professional manner and in accordance with Trust policy.

Liaises with the ward manager, senior nurse and colleagues regarding any issues/areas of concern

Other Role-Specific Duties

Carry out any other reasonable duties commensurate with the role and delegated or requested by the manager or supervisor, as the needs of the service require.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Service Delivery and Improvement

Policy and Service Development

Work with a specialist team to develop protocols and guidelines to support clinical practice and ensure these are updates as required.

People Management and Development

Management

Contribute to service development and delivery and business planning with the ward or department manager and senior managers.

Lead or attend case conferences, ward rounds and/ or multi-disciplinary meetings as indicated.

Plan, manage and prioritise a complex workload, delegating to the team and reorganising work as necessary.

Maintain appropriate patient/service records and monitor the standards of those of the team.

To be responsible for the maintenance of accurate and evaluative professional documentation, including initial assessment, treatment planning and intervention that demonstrate evaluation, analysis and clinical reasoning in the provision of patient care.

Adhere to all local standard operating procedures and policies.

Understand the wider departmental and organisational aims and priorities by engaging positively with the service and its users.

To develop evidence based practice based on national policy and to ensure that these standards are monitored and adhered to by all members of the team.

Establish links between primary and secondary care taking into account the needs of the patient and delivery of the service.

Demonstrate a sound understanding of clinical governance and risk management and ensure its effective application to the workplace with guidance from departmental management when needed.

Leadership

Participates in the supervision, assessment, and development of students and colleagues.

Participates in coaching with newly qualified staff and Health Care Assistants

Acts as a role model to other members of the team, in regard to demonstrating professional behaviours and exemplary conduct.

To demonstrate excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service and assist junior staff with their time management.

Learning and Development

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Identify own learning needs and jointly plan training requirements with your line manager

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

Responsible for own continued professional Development (CPD) and audits of the ward

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are

consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities. Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Physically fit to undertake the duties of the role. Able to operate relevant equipment.
Emotional	Able to cope with distressing situations and challenging behaviours. Able to respond to emergencies in an effective way
Mental	Able to work under pressure. Adaptable and able to manage conflicting priorities. Able to concentrate and maintain high degree of accuracy. Able to give support to other staff
Working Conditions	Please see separate attachment.

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/Qualifications	Registered General Nurse (level 1) Degree level.	AF, I		Application form (AF) Selection interview (I) Assessment (A)
Skills	Good oral and written communication skills.	AF, I	Willingness to teach.	AF, I

	Clear and legible handwriting. Computer literate. Understanding of own limitations in practice. Evidence of having undertaken own development to improve understanding of equalities issues			
People Management and Development	Proven ability to build and maintain professional relationships with the multi-disciplinary team members. Demonstrate advanced communication skills to support patients and their carers and convey sensitive information, overcoming barriers to communication.	AF, I	Proven ability to deliver training sessions to patients and staff.	AF, I
Specific Requirements	Excellent time management and organisational skills. Good knowledge of medical nursing. Reliable and flexible.	AF, I		
Freedom to Act	Work within codes of practice and according to professional standards and guidelines.	AF, I		
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		