

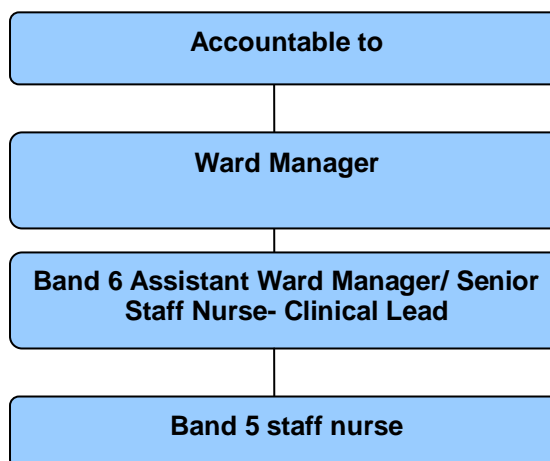
## Job Description

<b>Job Title</b>	Staff Nurse
<b>Post ref no.</b>	
<b>Band</b>	5
<b>Service area</b>	Specialist In-patient services
<b>Location/Base</b>	Dementia Assessment Unit, Daisy Hill House
<b>Accountable to</b>	Ward Manager

### 1. Job Purpose:

- The post holder is responsible for assessment of care needs, the development of programmes of care, the implementation and evaluation of these programmes.
- The Post Holder is expected to carry out all relevant forms of care without direct supervision and may be required to demonstrate procedures to and supervise qualified and unqualified staff. The post holder is expected to take charge of the unit in the absence of the senior Nurse or their department.

### 2. Organisational Chart



### 3. Main duties:

- To work as a named nurse with responsibility for assessment, implementation and evaluation of care for service users who have Dementia.
- To administer medication in line with Trust policy and NMC guidelines.
- Ensure agreed standards of care are achieved and report to senior staff when not possible.
- To work co-operatively, actively with users/carers of the service.
- To ensure equality of opportunity for users/clients of service.
- Act as a resource person on clinical matters for junior staff.
- To liaise with other agencies/members of the Multi Disciplinary Team as required.
- Provide oral/written reports as required.
- Maintain administration information systems (e.g.24 hour report).
- Ensure and maintain effective communications with other disciplines/agencies/users/carers.
- Maintain own professional development.

- Contribute to the continued development of care delivery within the area.
- Participating in relevant audit, quality and research work as required.

#### **4. Working as part of a Team**

- To develop and maintain good relationships with partners in the voluntary and independent sectors, housing associations, primary care trusts, and Local Authority
- To develop links with other in-patient services to enable benchmarking, comparative and collaborative working.

#### **5. Managing Self**

- Participate in regular supervision.
- Attend all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your line manager using the Trust Appraisal process.
- Comply with all Trust policies, procedures and protocols.
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from your line manager whenever necessary.

#### **6. Staff Supervision and Support**

- Participate in regular management supervision.
- Participate in regular Clinical Supervision.
- Participate in regular staff meetings.

#### **7. Financial Responsibility**

- To maintain lean ways of working to ensure the team remains cost effective.

#### **8. Safeguarding**

All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

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#### **9. Core Values:**

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

### **Our Purpose**

To create connected communities and help people to feel as healthy as they can be at every point in their lives

### **Our Vision**

To connect people to the best quality care, when and where they need it and be a national role model as an employer

### **Our Values**

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

### **Our Goals**

#### **Our services**

- To provide seamless access to the best care
- To provide excellent quality services

#### **Our community**

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

### **Core Statements:**

#### **1. Infection Control - All clinical and non-clinical staff groups**

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

#### **2. Risk Management**

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

### **3. Health and Safety**

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

### **4. Patient care**

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

### **5. Information Management**

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

### **Version Control:**

<b>Change details</b>	<b>By whom</b>	<b>Date requested</b>	<b>Approved by</b>	<b>Agreed date</b>

<b>Job title: Band 5 Staff Nurse</b>			
<b>Post ref:</b>			
<b>Band: Band 5</b>			
<b>Service area: Specialist In-Patient Services</b>			
<b>Location/base: Dementia Assessment Unit, Daisy Hill House</b>			
<ul style="list-style-type: none"> <li>• <b>Job purpose:</b> The post holder is responsible for assessment of care needs, the development of programmes of care, the implementation and evaluation of these programmes.</li> <li>• The Post Holder is expected to carry out all relevant forms of care without direct supervision and may be required to demonstrate procedures to and supervise qualified and unqualified staff. The post holder is expected to take charge of the ward in the absence of the senior Nurse.</li> </ul>			
<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>	<b>How Identified</b>
QUALIFICATIONS	Registered Nursing Registration – RMN/ LD / RGN  Current Registration on part 3 or part 13 of NMC register.	ENB 998 or SLIP or other accredited teaching certificate. Accredited counselling course or equivalent.  Dementia related qualification	Application Form Interview Certificates
TRAINING	Willing to undertake all mandatory training and any other training that may be required in the future. Willing to undertake training of SLIP, if not already attained.		Application Form Interview

EXPERIENCE	Experience of being clinical adviser/supervisor to junior staff or students. Worked within named nurse role to a client group.	Experience/demonstrates interest and passion of working with clients who have dementia. Involvement in innovative nursing practice. Worked as Named Nurse/Primary Nurse/Key worker.	Application Form Interview
KNOWLEDGE	Ability to work without direct supervision. Supervising learners and other staff. Competent clinical skills i.e. Assessment, therapeutic interventions and management. To demonstrate a good knowledge of the needs of service users with dementia	Second Language Knowledge of Dementia's and contributing CQC compliance 6C's	Application Interview
SKILLS	Communication: written and verbal. Articulate and meaningful, legible. Decision making. Assertiveness. Ability to take on one more than one task at a time. Excellent time management. IT literate Ability to identify and minimise risk. Ability to work under pressure Maintain professionalism inside and outside the workplace.		Application form Interview
ATTITUDE/APPROACH	Commitment to ethos of unit and MDT working. Willingness to undergo professional development.		Application form Interview

	<p>Willingness to participate in the Trust's Appraisal.</p> <p>Ability to relate to supervisors in a positive mature way.</p> <p>Aware of racial, culture and gender issues.</p> <p>Trustworthy, honest, reliable, adaptable, conscientious, tolerant, enthusiastic, motivated, adaptable/flexible approach.</p> <p>Warm, friendly approachable manner.</p> <p>Compassionate, empathetic and display understanding to the service user and family.</p> <p>Has a passion to work with people with dementia.</p> <p>Demonstrates a 'Can do' attitude.</p>		
PHYSICAL	<p>Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary)</p> <p>Able to undertake the Managing aggression and violence within the workplace training.</p>		Occupational Health Screening
GENERAL	<p><b>BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.</b></p>		Application Form Interview