

Job Description

Job Details

Job Title:

Staff Nurse

Job Reference Number:

Band:

Band 5

Ward / Department:

Mill Lodge

Directorate / Locality:

Children's and Young Peoples Services

Essential Qualifications:

Registered Nurse

Job Purpose

To work as part of the team providing respite services to adults with a learning disability and complex healthcare needs, enabling their families to have a break from their carer responsibilities.

The post is 24hr rotation.

Organisational Arrangements

Accountable To:

Clinical Lead, Mill Lodge

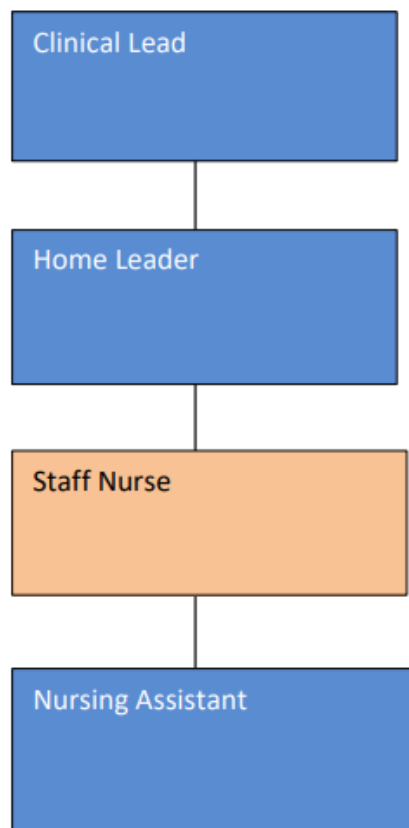
Reports To:

Rosemary Roper

Responsible For:

Shift Staff

Structure Chart



Main Duties & Responsibilities

Clinical

1. As a registered nurse within the team, the post holder is expected to assess, plan, implement and evaluate all forms of person-centred care without direct supervision within the unit
2. To act as shift lead
3. As a registered nurse, you will be responsible for a group of patients in a named nurse role, using your communication skills to liaise with families, MDT and day care providers
4. You will work closely with all team members to maintain high standards of care whilst meeting all CQC outcomes
5. The post holder will support and teach both team members & student nurses on placement
6. You will be accountable to uphold responsibilities as required by your NMC Code of Conduct
7. You will be required to maintain a safe & clean working environment by complying with infection control policies, medicine management procedures & Health and Safety requirements, proactively raising any areas of concern
8. To deal with both emergency admission requests & changing planned admissions to meet specific requirement, including decision making regarding admission, reallocation & discharge
9. You will be required to build and maintain family relations based on open, honest and sensitive information share

Patient Care

1. To initiate, develop & maintain individual care packages, including risk/care plans for each patient within your named nurse group
2. To be able to present/discuss nursing evaluation to the multi-disciplinary teams and provide reports and assessments as required
3. To actively promote the physical and mental health needs of patients, including their social, emotional and spiritual needs
4. To act as a named nurse for a group of patients, attending meetings, clinics and reviews
5. To be involved in gathering and collating information and building relationships with new referrals and their families
6. To ensure and maintain a high standard of compassionate care
7. Provide care using a holistic approach ensuring beliefs, preferences, equality, diversity and choices are respected
8. To promote healthy living choices whenever possible
9. To ensure each individuals' mental capacity and DOL concerns are assessed & documented in relation to any intervention
10. Provide a high level of physical support to individuals with all aspects of daily care as required

Working Relations

1. To proactively participate as a member of the team and the wider MDT
2. To develop & maintain relationships with carers, families & others involved in the patients care
3. To develop good working relationships with all staff, promoting open, honest communication within the team & wider circle

Personal/Team Development

1. Take responsibility for own personal developments and maintain own personal development portfolio, including reflective practice
2. Keep up to date and develop clinical skills to meet specific health needs i.e. enteral feeding, oxygen therapy, colostomy care and tracheostomy care etc.
3. To be involved and contribute to induction and training of new staff
4. To act as a mentor and role model to student nurses
5. To promote and contribute to the development of all staff, assisting in the assessment of training needs through the use of appraisal, KSF and the behaviour framework
6. To ensure own clinical competencies are up to date
7. To assess clinical competency within the unit

Management

1. To assist the manager in the prudent use of resources e.g., use of bank nurses
2. To participate/chair unit meetings including patients' respite reviews
3. To ensure unit guidelines and Trust policies are upheld
4. To comply with all the Trust's standing instruction with regard to patient's monies, petty cash and the company credit cards
5. Ensure that the administration and safe custody of medicines is in accordance with the Trust's medicine management policies and procedures
6. To keep accurate and complete records of activities and communications consistent with legislation, policies and procedures
7. To bring to the attention of the manager and unmet needs & proactively assist in problem solving
8. In the absence of the manager, to uphold all protocols and policies, including recording of sickness and absences, making arrangements as necessary to ensure the unit is adequately staffed
9. To support staff through regular supervision & appraisal
10. Undertake clinical procedures/techniques when required
11. To act as shift leader
12. Participate in audits as required

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.
- NCHC is committed to supporting our voluntary workforce and all apprentices, and all staff are expected to welcome and support volunteers and apprentices in their teams.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Person Specification

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken in to consideration in a job evaluation panel.

Criteria	Essential	Desirable	Method of Assessment (Certificates / Application Form / Interview / Document Check)
Qualifications	<ul style="list-style-type: none"> • RN qualification • Evidence of CPD 	<ul style="list-style-type: none"> • Assessor/Supervisor training 	Certificates and portfolio
Experience	<ul style="list-style-type: none"> • Experience of working in community-based learning disability services • Experience of providing high quality support to individuals with profound & complex disabilities • Experience of the Mental Capacity Act & DOLS • Experience of supervising staff 	<ul style="list-style-type: none"> • Good understanding of respite services • Experience of working in a frequently changing service 	Interview and portfolio
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Effective communication skills • Ability to demonstrate problem solving skills • Ability to demonstrate awareness of wider picture • Ability to shift lead the team • Reflective approach 	<ul style="list-style-type: none"> • Supervision/Appraisal training 	Portfolio, interview and reflective practice documentation
Communication	<ul style="list-style-type: none"> • Effective verbal and non-verbal communication • Good electronic communication skills • Ability to use alternative communication methods with non-verbal patients • Effective communication with family and MDT 		Interview

Personal and People Development	<ul style="list-style-type: none"> • Proactive approach to personal development • Engaging with team members and students to embed evidence based best practice • Supervise/assess student nurses 		Interview and portfolio
Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> • Passionate about providing high standard care • Caring & compassionate • Works effectively within the team • Recognises own limitations • Non-judgemental • Self-motivating • Self-organising • Empathy • Flexible to meet individual need • Resilience 		
Other	<ul style="list-style-type: none"> • The post is 24 hour rotation • Patients require full support due to their level of disability. The role can be physically demanding • Enhanced DBS check required • Able to communicate effectively in written and verbal English language 		Occupational health clearance, interview and DSB clearance

Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision?	X	
2.	Does the post holder work without direct access to a manager?	X	
3.	Does the post holder work without access to a manager by telephone?	X	
4.	Is the post holder the lead specialist in their field?		X

Each YES response requires completion in the 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily: ☒ Weekly: ☐

Other frequency (please comment)

Dependent on shift pattern and what happens on shift

How often is the post holder's work checked / monitored / assessed?

Daily: ☒ Weekly: ☐

Other frequency (please comment)

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	9. Standing / sitting with limited scope for movement		X
2. Working in physically cramped conditions		X	10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements	X		11. Walking for long periods		X
4. Lifting weights / equipment without mechanical aid		X	12. Heavy duty cleaning		X
5. Climbing or crawling		X	13. Pushing / pulling trolleys or similar equipment	X	
6. Manipulating objects		X	14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint ie in post requiring training/certification		X
8. Running		X	16. Moving patients	X	

Each YES response requires completion in the 'Further Information' Section

MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments	X		8. Prepare detailed reports	X	
2. Carry out clinical / social care interventions	X		9. Check documents	X	
3. Analyse statistics		X	10. Drive a vehicle		X
4. Operate equipment / machinery	X		11. Perform calculations	X	
5. Give evidence in court / tribunal / formal hearings	X		12. Make clinical diagnoses		X
6. Attending meetings (if yes, describe role in 'Further Info')	X		13. Carry out non-clinical fault finding		X
7. Carry out screening tests / microscope work		X			

Each YES response requires completion in the 'Further Information' Section

EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing / transmitting) news of highly distressing events	X	
2. Giving unwelcome news to patients / clients / carers / staff	X	
3. Caring for the terminally ill	X	
4. Dealing with difficult situations / circumstances	X	
5. Designated to provide emotional support to front line staff	X	
6. Communicating life-changing events		X
7. Dealing with people with challenging behaviour	X	
8. Attending scenes of accidents		X

Each YES response requires completion in the 'Further Information' Section

WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather		X	11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment / work area	X	
3. Unpleasant Smells	X		13. Driving / Being Driven (normal conditions)		X
4. Noxious Fumes		X	14. Driving / Being Driven (emergency conditions)		X
5. Excessive noise / vibration		X	15. Fleas / Lice / Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals - Substances in Containers	X	
7. Unpleasant Substances		X	17. Dangerous Chemicals - Substances (uncontained)		X
8. Infectious Material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body fluids, Faeces / Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust / Dirt		X			

Each YES answer requires completion in the 'Further Information' Section

FURTHER INFORMATION

Please enter details of YES responses

Element (e.g. Mental Effort)	Ref No	Details of intensity	Frequency
Freedom to Act	1	Postholder will work as shift lead without direct supervision	Freedom to Act
	2	At times, manager will not be on site but always access to support via phone	
	3	Postholder will have access to manager via phone during office hours or on-call out hours	
Physical Effort	3	Frequent hoisting of patients. Frequent administration of medication and nutrition via ENTERAL tube	
	10	Assisting profoundly disabled patients with all needs	
	13	High majority of patients are wheelchair users and require full support for mobility. Use of hoisting equipment	
Mental Effort	1	Supervise/assess student nurses	
	2	Frequent management of patients' condition, using clinical intervention	
	4	Operate clinical equipment	
	5	Potential requirements to give evidence at a formal hearing	
	6	Attendance required at team meetings. Will be expected to chair respite reviews and clinical meetings	
	8	Be required to prepare detailed patient reports	
	9	Will be required to follow process where documentary evidence is required e.g., medication changes	
	11	Will be required to perform medication calculations	
Emotional Effort	1	May be involved in incident reporting, report writing of distressing events	
	2	Will be required to communicate unwelcome news for example, acute hospital admission, shift changes, inability to meet family expectation	

	3	There will be occasions when we are supporting terminally ill patients. We are always supporting patients with life limiting conditions	
	4	Challenging shift management due to unpredictable patient group	
	5	Will provide emotional support to peers on a day-to-day basis	
	7	Patients have learning disabilities so on occasion may demonstrate some behaviours that challenge. Families can also present with challenging needs	
Working Conditions	3	Will frequently be dealing with body fluids	
	8	Will frequently be dealing with body fluids of which some may be infectious	

Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee