

Job Description

JOB TITLE: Staff Nurse

BAND: NHS AfC: Band 5

BASE: Blackpool Victoria Hospital – Ward 16

RESPONSIBLE TO: Ward Manager

ACCOUNTABLE TO: Head Nurse/Matron

DBS: Post holder is subject to an Enhanced Disclosure & Barring Service Check

JOB SUMMARY:

A. MANAGING ACTIVITIES

A1. Maintain activities to meet requirements

A1.1 Ensure all policies/protocols/standards are upheld and abide by all policies and procedures regarding implementation, monitoring, training and audit of infection prevention and control issues

A1.2 Maintain Health and Safety for all staff, patients, visitors and members of the multidisciplinary team following the Trust's policy.

A1.3 The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

A1.4 Attend yearly updates for all statutory training.

A1.5 Take charge of a clinical area unsupervised after progressing through the foundation gateway, this will be on an occasional basis. Once the post holder has gained sufficient experience and has fulfilled their competencies, they will be required to take charge of a clinical area on a regular basis

A2. Manage activities to meet requirements

A2.1 Report and document accidents, incidents and losses.

A3. Manage activities to meet customer requirements

A3.1 Be accountable within the team for the planning, implementing and evaluation of patient care, maintaining agreed standards and ensuring patient satisfaction.

A3.2 Arrange for the care of patients' valuables and other property as per Trust policy

A4. Contribute to improvement at work

A4.1 Take part in developments and trials of new ideas and methods within

the Unit.

A4.2 Keep abreast of clinical and nursing developments within allocated area.

A4.3 Develop the "Scope for Professional Practice".

A5. Manage change in organisational activities

A5.1 Highlight areas for improvement and suggest changes to Matron/Ward Manager

B. MANAGING RESOURCES

B1. Manage the use of physical

resources
 B1.1 Prioritise clinical workload

B1.2 Allocate clinical work according to staff ability and patient need

B1.3 Ensure staff are trained/experienced in the job required of them.

B1.4 Arrange for the ordering and storage of drugs.

B1.5 Arrange for the ordering and storage of

supplies/stores.
 B1.6 Ensure the effective utilisation of stores and equipment.

B1.7* Ensure staffing shortages are addressed and are communicated to the ward manager.

C. MANAGING PEOPLE

C1. Manage Yourself

C1.1 Be the patients' advocate; promote, safeguard and support safety for the patient and family.

C1.2 Participate in in-service training as required ensuring junior staff keep up to date.

C2. Develop your own resources

C2.1 Establish and maintain good relationships with patients, visitors, colleagues and members of the multidisciplinary team to minimise conflict.

C2.2 Develop and maintain good communication skills, e.g. ability to communicate sensitive information about patient's medical condition, acknowledging barriers to understanding.

C2.3 Develop self to preceptor level.

C2.4 Attend appraisal interviews annually to review job performance and professional development.

C2.5 Maintain your PREPP requirements.

C3. Enhance your own performance

C3.1 Be aware of changes and developments in further education.

C3.2 Develop and improve teaching skills appropriate to work location and participate in the education and continuous assessment of learners as appropriate.

C3.3 Develop technical skills e.g. catheterisation, suture removal, Venepuncture and cannulation, I.V. drugs administration.

C4. Create effective working relationships

C4.1 Liaise with Matron on professional issues.

C5. Develop productive working relationships

C5.1 Exercise leadership skills.

C6. Enhance productive working relationships

C6.1 Co-operate with all other departments, assisting with the co-ordination of their activities in relation to patient care.

C6.2 Promote good relationships and image of the hospital both within and outside the hospital.

C7. Contribute to the development of teams and individuals

C7.1 Ensure that the role of the named nurse is identified at ward level, e.g. fulfil and maintain the role of Team Leader for a group of patients.

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E8. Develop teams and individuals to enhance performance

- E8.1 Encourage less experienced or newly qualified staff to fulfil their duties.

E9. Manage the performance of teams and individuals

- E9.1 Carry out agreed nursing duties within the ward and supervise the work of others.
- E9.2 Achieve a high morale amongst the staff based on good organisation within the ward.

F. Managing Information

F1. Manage information for action

- F1.1 Ensure privileged information is kept confidential.
- F1.2 Arrange waiting list admissions, co-ordinate the transfer and discharge of patients

F2. Chair and participate in meetings

F2.1 Ensure team brief is read monthly.

F3. Promote information to support decision making

F3.1 Develop skills for the use of computer within designated area.

F3.2 Ensure all documentation is completed legibly and signed and dated.

F3.3 Comply with admission and discharge planning as per policy.

F3.4 Ensure information is passed to junior staff at regular intervals.

G. Quality Management

G1. Promote the importance and benefits of quality

G1.1 Ensure quality is assured in each aspect of their clinical practice

G1.2 Ensure that patients' requirements are met and you contribute fully to

achieving the Trust Corporate goals and objects.

G1.3 Ensure that Trust standards of nursing care are adhered to, for example 'Essence of Care' and participate in evaluation of same, e.g. contribute to changes in implementation of policy and procedures.

Additional information

BTH is part of the Lancashire & South Cumbria NHS Collaborative, therefore all roles will be required to support system wide working across the Lancashire & South Cumbria regions.

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

3. Data Protection/Freedom of Information Acts

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

4. Health and Safety

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

5. Equality & Diversity

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

6. Working Time Directive

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

7. Harassment & Bullying

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

8. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

9. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

10. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

11. Smoke-free Policy

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

12. Safeguarding

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

Sustainability / Net Zero Carbon

Blackpool Teaching Hospitals are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy and water, minimise waste in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport

Active Travel

Blackpool Teaching Hospitals encourages employees to participate in active travel methods to and from their place of work, where possible. All main Trust sites are on local bus routes, have access to good cycle storage facilities and have safe paths for walking. Please note, car parking is limited at main Trust sites and therefore other

modes of transport may be a more suitable, healthy, and sustainable choice.

