

## Job Description

<b>Job Title</b>	<b>STAFF NURSE – Adult Nursing</b>
<b>Band</b>	5
<b>Managerial Reporting Responsibility</b>	Ward/Department Sister/Charge Nurse
<b>Professional Reporting Responsibility</b>	Ward/Department Sister/Charge Nurse
<b>Job Purpose</b>	<p>The post-holder is responsible for undertaking and recording a comprehensive nursing assessment and planning, delivering and evaluating high standards of evidenced based nursing care to a diverse group of patients.</p> <ul style="list-style-type: none"> <li>▪ Is expected to deliver care without direct supervision. Is accountable for the care delivered and any omissions of care.</li> <li>▪ Is expected to teach and supervise more junior staff, students and the non-registered nursing workforce.</li> <li>▪ Is accountable for care or any omissions of care that he/she delegates to others</li> <li>▪ Is expected to act as role model, delivering care with empathy and compassion as part of a multidisciplinary team.</li> </ul>

## PRINCIPLE RESPONSIBILITIES

### Clinical

1. Assesses the needs of patients/families and carers; plans, delivers and evaluates high standards of evidenced based nursing care. Demonstrates concise, accurate, timely record keeping, including both written and electronic records. Displays excellent analytical ability and sound decision making in changing clinical situations.
2. Practices in accordance with the Nursing and Midwifery Council's Code: Professional standards of practice and behaviour for nurses and midwives and Trust policies, protocols and guidelines. Is accountable for own practice and for appropriate delegation of care he/she gives to colleagues, nursing support workers and students.
3. Recognises deterioration in the physical or mental condition of the patient and takes timely action, appropriately referring to others or working with other agencies as required.
4. Recognises, responds to and appropriately manages emergency situations.
5. Develops competences and practices relevant clinical skills required to deliver care to the patient/client group e.g. venepuncture, cannulation, male catheterization.

### Managerial

1. Manages own workload, co-ordinating and prioritising the care he/she delivers. Recognises his/her limitations and escalates to more senior staff if needed.
2. Works as an effective team member. Actively promote excellent team and interdisciplinary relationships.
3. Demonstrates excellent communication skills, including written, verbal and non verbal. Establish and maintain effective communication with individuals/groups about difficult or complex issues. Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed.
4. Works with team to maintain high standards of cleanliness in the clinical area and an optimum, well maintained Ward/Department environment.
5. Actively promotes diversity, including race diversity, both in the delivery of the Care group's services and in management and development of staff within the clinical area. Assists the Ward/Department Manager to sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
6. Ensure own practice complies with Data Protection/Confidentiality/Caldicott principles.
7. Take responsibility for safeguarding and compliance with the requirements of the Data Protection Act 1998 and the Mental Capacity Act 2005.

## Teaching and Training

1. Assists in the effective induction, mentorship, teaching, support and development of new staff, students and colleagues.
2. Assists in the promotion/development and maintenance of a culture within the clinical environment, which challenges and questions practice and promotes the quality of thinking amongst practitioners.
3. Contribute to educational and nursing audits and the subsequent implementation of action plans.
4. Provides patients, families and carers with relevant teaching and health promotion.

## Role responsibilities

1. Acts with integrity to uphold the reputation of the nursing profession and the Trust. Deliver care with compassion, sensitivity and empathy.
2. Participates in Clinical Governance to maintain and improve standards of patient care. Work as a role model in placing the patient's experience at the core of service delivery. Assist in the monitoring and auditing of the quality of care through a range of strategies, including risk management, incident reporting, complaints, research and effectiveness monitoring and clinical audit. Ensure own actions promote quality and alert others to quality issues. Contributes to the development of the service.
3. Demonstrates commitment to the vision and objectives of the clinical area and the Trust. Work with Ward Sister/Charge Nurse to effectively manage the allocated financial and human resources within allocated budget. Demonstrate understanding of the importance of ensuring effective skill-mix and appropriate caseload management at all times.
4. Assists in the monitoring and maintenance of the health, safety and security of self and others in work area. Assists in the identification and assessment risks in work activities. Help to develop strategies to manage these effectively. Work within risk management/Occupational Health legislation and Trust procedures and ensure that colleague for whom the post-holder is responsible works within the same.

## Personal development

1. Takes responsibility for attending statutory and mandatory training in accordance with the Trust's training needs analysis and mandatory training matrix. Makes effective use of e-learning opportunities to achieve compliance with mandatory training.
2. Works in partnership with manager to develop and deliver on Specific, Measurable, Achievable and Time framed (SMART) objectives at annual appraisal and personal development planning.

3. Takes responsibility for own continuing professional development and performance, maintaining own portfolio in accordance with re-registration requirements. Is able to identify own development needs in relation to current practice and future plans, setting personal development objectives.
4. Develops own clinical, technical and interpersonal skills, and critical thinking ability to become a competent practitioner. Completes competencies appropriate to grade.

***This job description is not exhaustive and will be subject to periodic review in association with the post-holder.***

## **POLICIES AND PROCEDURES**

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

### **Medical Questionnaire**

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. The Job holder may also be required to undergo medical examinations in the future and/or at intervals stipulated by the Trust.

### **Equality of Opportunity and Diversity**

The Trust operates an Equality of Opportunity and Diversity Policy and welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. It aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

### **Confidentiality**

The post holder has a responsibility to comply with the Data Protection Act 1998 and Code of Practice on Confidentiality and Data Protection. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

### **Information Security**

The Job holder is expected to safeguard the confidentiality, integrity and availability of data, and ensure that Trust policies and statutory regulations are followed.

### **Fire**

The post holder is required to comply with agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

### **Smoking**

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

### **Health and Safety Statement**

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- 1) Provide leadership on Health & Safety risk issues across the organisation.
- 2) Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work.
- 3) Participate in mandatory training updates.
- 4) Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager.
- 5) Ensure Health & Safety prevention and control measures that are robust and evidence based are embedded in their working practice.
- 6) Understand local Health & Safety data and ensure relevant prevention control policies are adhered to.

### **Infection Control Responsibilities**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- 1) Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique.
- 2) Being aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- 3) Participating in annual mandatory training updates.
- 4) Challenging colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager.
- 5) Ensure infection prevention and control measures that are robust and evidence based are embedded in care delivery.
- 6) Understand local HCAI (healthcare associated infection) data and ensure relevant Infection Prevention Control policies are adhered to and aseptic technique followed correctly.

## **Safeguarding Children and Adults**

The Royal Berkshire NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

- 1) Attending mandatory training on Safeguarding children and adults.
- 2) Being familiar with the individual and Trust requirements under relevant legislation.
- 3) Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- 4) Reporting any concerns to the appropriate manager or authority.

**PERSON SPECIFICATION - STAFF NURSE- ADULT NURSING****Key**

**A = assessed from application form. I = assessed through interview. Ass= assessed through an assessment process. R = confirmed from reference. OH = occupational health clearance.**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Qualifications &amp; Training</b>	
Registered Nurse – part 1 Current NMC registration Evidence of recent continuous professional development <b>A</b>	Educated to degree level or working towards <b>A</b> Able to demonstrate academic interest <b>A &amp; I</b>
<b>Experience</b>	
Experience (through placement or employment ) of working in an acute clinical environment <b>A</b>	Experience in speciality may be an advantage <b>A</b>
<b>Skills, Knowledge &amp; Abilities</b>	
Excellent written communication and attention to detail. <b>A</b>	
Excellent verbal and non-verbal communication skills. Ability to actively listen to and hear peoples issues and concerns. Ability to communicate difficult, complex and contentious information in a way that is heard and understood. <b>I &amp; Ass</b>	
Demonstrates sound clinical knowledge and up to date nursing practice with evidence of critical thinking and problem solving <b>I</b>	
Demonstrates an empathetic, caring and sensitive approach to patients, relatives and carers. <b>A, I &amp; Ass</b>	
Demonstrates awareness of current professional nursing issues. <b>A &amp; I</b>	
Able to work under own initiative and without direct supervision within responsibilities of role. <b>I</b>	
Able to manage and prioritise own workload and that of others as appropriate. <b>I</b>	
Demonstrates ability to work effectively within a team. <b>A, I and Ass</b>	
Demonstrates sound understanding of personal and professional accountability. <b>I</b>	
Shows motivation in developing new skills and knowledge. Embraces change and innovation positively and with enthusiasm. <b>A &amp; I</b>	
Shows interest in facilitating learning and development of others	



<b>Other</b>	
Information technology literate. <b>A</b>	
Excellent timekeeping and a flexible approach to work. Able to participate with a rotating shift pattern. <b>I</b>	
Good attendance record in previous posts or during training. <b>R</b>	
Demonstrates clinically applied numeracy skills <b>Ass</b>	
Able to meet the physical demands of the job such as moving and handling patients and assembling, operating and maintaining clinical equipment. <b>OH</b>	
Able to apply and sustain mental effort required to carry out detailed work requiring high levels of concentration, multi-tasking, supporting other team members and students and emotionally supporting patients and their families. <b>OH</b>	
Ability to work across hospital sites as required to deliver the demands of the service. <b>I</b>	