

Job Description

JOB TITLE: Staff Nurse

BAND: 5

RESPONSIBLE TO: Ward Manager (Band 7)

ACCOUNTABLE TO: Head Nurse/ Matron

RESPONSIBLE FOR: The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

LOCATION: Tertiary Division

JOB SUMMARY:

- To work as a registered nurse within the Haematology Ward team within the Tertiary Division.
- To prioritise and deliver nursing care and assessment as needed.
- To demonstrate high standards of care and set examples of best practise within the delivery of patient care.
- To liaise with other departments and staff to ensure that patient care is delivered.
- To ensure patients' safety, privacy and dignity is maintained at all times.
- To support the nurse in charge of the ward and liaise with other departments and professionals to ensure that the needs of the ward are met.
- Following appropriate development to take charge of the ward and oversee patient admissions and transfers and the care delivered by other staff.
- To undertake such duties as from time to time determined by the Unit Manager and/or Head Nurse.

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.

DUTIES AND RESPONSIBILITIES:

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 canulation, I.V. drugs administration, chemotherapy 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.

C8. Develop teams and individuals to enhance performance

C8.1 Encourage less experienced or newly qualified staff to fulfil their duties.

C9. Manage the performance of teams and individuals

C9.1 Carry out agreed nursing duties within the ward and supervise the work of others.

C9.2 Achieve a high morale amongst the staff based on good organisation within the ward.

D. MANAGING INFORMATION

D1. Manage information for action

D1.1 Ensure privileged information is kept confidential.

D1.2 Arrange waiting list admissions, co-ordinate the transfer and discharge of patients

D2. Chair and participate in meetings

D2.1 Ensure team brief is read monthly.

D3. Promote information to support decision making

D3.1 Develop skills for the use of computer within designated area.

D3.2 Ensure all documentation is completed legibly and signed and dated.

D3.3 Comply with admission and discharge planning as per policy.

D3.4 Ensure information is passed to junior staff at regular intervals.

E. QUALITY MANAGEMENT

E1. Promote the importance and benefits of quality

- E1.1 Ensure quality is assured in each aspect of their clinical practice
- E1.2 Ensure that patients' requirements are met, and you contribute fully to achieving the Trust Corporate goals and objects.
- E1.3 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.

ABOUT THE TRUST:

Blackpool Teaching Hospitals NHS Foundation Trust is situated on the west coast of Lancashire and offers a full range of district hospital services and community health services to a population of 1.6 million in Lancashire and South Cumbria.

The Trust provides a comprehensive range of acute hospital services to 440,000 residents of Blackpool, Fylde & Wyre and North Lancashire, as well as specialist tertiary care for Cardiac and Haematology services across the wider region.

Our main activities are:

- Cardiovascular care at our Cardiac centre.
- Accident and Emergency at Blackpool Teaching Hospital.
- Community Midwifery and Women and Children's Services.
- Clinical research with an 80-strong team of nurses and doctors.
- Community nursing and school nursing.
- Recovery and rehabilitation for a variety of conditions including brain injury, stroke and elderly care.
- Sexual health and family planning services.
- Wellbeing and lifestyle including mental health services, heart health campaigns, and smoking cessation services.
- End of life and palliative care.

The Trust houses a state-of-the-art Simulation & Skills Facility that provides training for all grades of staff to improve the safety and quality of the service that we offer our patients.

We run a portfolio of in-house courses that can be accessed by all staff to enhance their professional development needs. The training is supported by the use of modern equipment including part task trainers for such skills as venepuncture and full body manikins for the practice of emergency drills.

CONFIDENTIALITY:

In the course of your duties, you may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. The Trust has in place a 'Whistle blowers Policy' for staff wishing to express concerns.

INFECTION PREVENTION AND CONTROL:

Infection prevention and control is the responsibility of all Trust staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

QUALITY ASSURANCE:

Every employee is personally responsible for the quality of the work, which they individually perform. It is their duty to seek to attain the highest standards achievable both individually and collectively within their knowledge, skills and resources available to them in furtherance of the Trust's philosophy of pursuing quality in all its services.

HARASSMENT AND BULLYING:

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

EQUAL OPPORTUNITIES:

The Trust actively promotes equality of opportunity for all its employees. (In all the foregoing text any reference to one gender whether direct or implied equally includes the opposite gender unless specifically stated to be otherwise).