

Staff Nurse – Band 5

Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Staff Nurse

Division – Women & Children's

Department – Paediatric Immunology & Infectious Diseases

Band – 5

Location – Bristol Royal Children's Hospital

Hours – 22.5hrs a week

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions.

Job Purpose

The Department of Clinical Immunology and Infectious Diseases serves patients from Bristol and throughout Southwest of England. It is responsible for patients requiring replacement immunoglobulin, the majority of whom we train to self-treat at home whilst remaining under clinical follow-up. It is also responsible for an increasing number of patients who require new entrant screening, TB screening and TB treatment and HIV treatment. Training will be provided to enable the post holder to gain the competencies necessary to assist the Team in undertaking diagnostic tests and delivering care to the cohort of patients. Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

We have also been accredited for quality in immunodeficiency services (QPID)

The post holder will work with team members in monitoring and maintaining policies, standards of nursing care and staff development, as part of the team.

Develop clinical expertise and work as part of a multidisciplinary team within the immunology and Infectious disease (ID) team this includes the OPAT and Vascular Access teams.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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Work under the supervision of the Specialist Nurses whilst developing own specialist knowledge.

Following relative training, the post holder is expected to carry out all relevant forms of care without direct supervision and is required to demonstrate procedures, supervise unqualified staff whilst maintaining a safe working environment.

Main Duties and Responsibilities

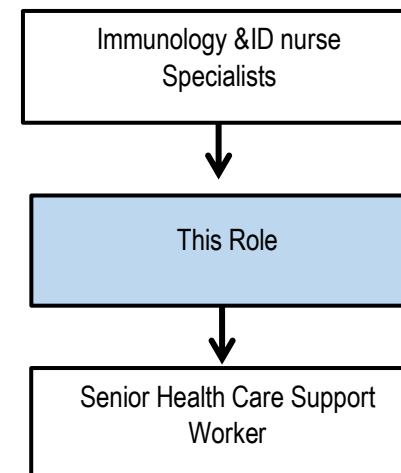
Communication and Relationship skills:

- Work alongside specialist Infectious diseases and Immunology staff across a range of outpatient and day-case clinics.
- Rapidly acquire the knowledge and skills to undertake the important repertoire of tests and procedures in the department and be fully trained to work independently.
- Monitor the wellbeing of patients throughout procedures.
- Assess, plan, implement and review delivery of immunoglobulin therapy ensuring that full, clear, accurate, and legible documentation is maintained.
- Explain to patients and their carers the function and nature of tests and procedures carried out in the department and provide clinical support for these tests where needed.
- Participate in the development and implementation of guidelines, protocols, and nursing care plans for patients.
- Demonstrate politeness, courtesy and sensitivity in providing compassionate care for patients, visitors/relatives and colleagues.
- Contribute towards sharing good practice within the department and Trust wide.
- Promote a positive image of University Hospital Bristol & Weston NHS Foundation Trust

Patient Care:

- Assist with the provision of intravenous and subcutaneous immunoglobulin therapies to immunodeficiency patients.
- Maintain skills in venepuncture and cannulation, and the intravenous administration of medication.
- Training children to swallow tablets (Pill school)
- supporting adherence to TB and HIV medication.
- Supporting OPAT and vascular access nurses

Organisational Structure



Key Relationships

- Supervisory Sister / Charge Nurse / Team Leader
- Peer group – band 6 colleagues
- Matron and Head of Nursing
- Divisional managers
- Ward nursing team and outpatient teams
- Medical and multidisciplinary teams
- CNS team
- Patients and visitors
- Administrative / support staff
- Pharmacy staff
- Education and Learning teams
- Dietician
- Clinical site management team Discharge liaison team
- Research nurses

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Main Duties and Responsibilities cont'd

- Supporting BCG and vaccination clinic
- Arrange investigations such as microbiology and specialist immunology blood tests and chasing results.
- Arranging prescriptions and contribute to the care of Immunology and ID patients with the support of their senior nursing colleagues.
- In partnership with other professionals and disciplines, develop measurable patient care plans/goals. The process should include assessment, planning, implementation and evaluation of patient care.
- Provide education to patients and families regarding their condition and treatments.
- Ensure nursing documentation is maintained, accurate and timely in line with the Trust standard
- To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- Promote and maintain a safe environment for patient:
- Administer medicines in accordance with Trust policy.
- Promote a clean environment and the prevention of hospital acquired infection.
- Respond positively and act promptly to resolve problems/issues for patients/carers, utilising complaints procedures and PALs where appropriate.
- Identify record and report all incidents/complaints involving staff, patients and visitors in accordance with UHBristol & Weston NHS Foundation Trust policies and assist in any investigations as required.

Leadership and Management:

- Participate in the development of strategies for the Immunology and Infectious Diseases, within a changing environment, for delivering high quality, effective specialist care, using evidence-based programmes, to improve the quality of care and health outcomes.
- Promote the dissemination of Immunology/ID within the multi-professional environment.
- Act as professional role model/team leader setting standards of practice promoting clinical effectiveness and opportunities for teaching others.
- Act as a role model including mentor for learners and junior staff.
- Develop clinical reasoning skills, ensuring that when a patient's condition is deteriorating this is communicated to other members of the healthcare team and acted upon in a timely manner.

- Participate in the collection of audit and research data as required.
- Participate in Quality in Immunodeficiency Service accreditation (QPIDS)
- Support the senior nurse specialist with effective use of resources e.g., supplies, stores.
- Work with senior nurses to develop management skills.
- Actively manage own annual leave in line with Trust and local Policy and Procedure.

Professional Development and Education Responsibilities

- Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's appraisal and review processes.
- Undertake training to extend current skills and to expand the scope of professional practice for the clinical care and patient care e.g. Mantoux tests
- Participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for student nurses, adaptation and unqualified members of the nursing team.
- Demonstrate through a holistic approach to nursing care and day to day clinical issues an understanding of evidence-based practice.
- Participate in teaching programmes when appropriate.
- Compile a personal and professional portfolio in accordance with NMC requirements with reference to the AfC Knowledge and Skills Framework
- Involved in professional liaison with other bodies such as the Immunology and Allergy Nurses Group (IANG), UK Primary immune deficiency Network (UKPIN) and local Networks.
- Participate in clinical supervision of student Nurses and, where appropriate, junior medical staff

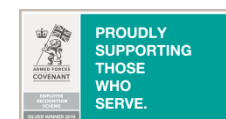
Research Responsibilities

- Demonstrate an understanding of the interplay between research and practice to ensure patient care is supported by best evidence and continues to improve.
- Demonstrate the ability to access up-to-date evidence to inform care practices.
- Support the collection of mandatory national clinical audit data.
- Be informed regarding the relevant research studies being undertaken within clinical specialty and any specific responsibilities relating to ward/unit nurses.
- Facilitate patient and staff involvement in research studies as part of promoting excellent care through research.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Post-registration paediatric experience E
- Experience of working within a multi-professional team E
- Venepuncture, cannulation and IV administration skills E
- Immunology experience or experience of administering blood products and/or high-risk drugs D
- Experience of delivering education and training formally and informally to patients and professionals D

Aptitudes

- Supportive - E
- Respectful - E
- Innovative - E
- Collaborative – E

(E) = Essential

(D) = Desirable

Skills and Abilities

- Good basic level of English language demonstrated through effective written and verbal communication skills.
- Ability to solve problems and use initiative.
- Ability to develop own clinical skills and a willingness to participate in continuing professional development.
- Competency in medication administration including IV drug administration or willingness to undergo training.
- Basic IT skills (e.g. Microsoft packages)
- Ability to take the lead, initiate and ensure appropriate action in response to the deteriorating patient.
- Interpersonal skills – Calm - Supportive - Motivated - Professional
- Willingness to develop teaching skills.
- Able to prioritise and meet deadlines.
- Able to manage difficult situations.
- Awareness of audit & research
- Self-motivated
- A team player
- Recognition of own limits
- Flexible working practices
- General good health, Able to work on feet for long periods. Aware that the role can be stressful and emotional at times.

Qualifications and Training

- RGN.1st Level or relevant children's qualification - E
- Current NMC Registration - E
- Training Qualification or equivalent experience - D
- Relevant post registration course - D

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work.
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.