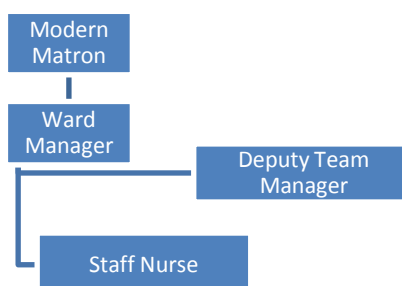


HR Use Only
AFC Ref:
CHC_MH10

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Staff Nurse
<b>PAY BAND:</b>	AfC Band 5
<b>DIRECTORATE:</b>	Specialist Directorate
<b>TEAM/SERVICE:</b>	Ward 5
<b>BASE:</b>	Harplands Hospital
<b>RESPONSIBLE TO:</b>	Ward Manager
<b>ACCOUNTABLE TO:</b>	Modern Matron
<b>RESPONSIBLE FOR:</b>	Unqualified Staff

### Organisational Chart *(Responsible to/Accountable to/Responsible for)*



### Job Summary:

To act as a named nurse / care co-ordinator, to be responsible for the assessment of needs and the planning, delivery and evaluation of care for these Patients and to deliver specific interventions according to assessed need. To oversee the nursing care process and to provide direction and supervision to junior staff in meeting patient needs. To provide supervision and leadership in respect of maintaining and developing standards of practice and implementing change.

### Key Duties/Responsibilities

- To act as named nurse / care coordinator with responsibility for the planning and delivery of care to this patient group.
- To act as Nurse in Charge of the clinical area on a regular basis.
- To act as a Change Agent and actively seek to develop practice.

### Specialist/technical requirements

#### 1. Clinical

- 1.1. To act as named nurse / care coordinator for a group of patients ensuring that appropriate interventions are planned and delivered according to assessed need. To promote a positive nurse patient relationship and to

engage with carers / relatives as appropriate. To have responsibility for documenting the plans of care and ensuring that plans remain current and that standards of record keeping are adhered to.

- 1.2. To administer and manage medicines according to policy and local protocol. To assess patient response and provide advice and education to junior staff and both patient and carers in respect of prescribed medicines.
- 1.3. Provide support and guidance to junior or less experienced staff in the planning and delivery of nursing care for individuals for whom they are named nurse / worker. To provide support to patients within this group at times when the named nurse / worker is unavailable. E.g. periods of annual leave sickness etc. To take an active role in auditing and maintaining standards of record keeping for this group of patients.
- 1.4. Maintain the therapeutic milieu, taking a proactive approach, supervising and supporting others in the same. Planning clinical activity in accordance with the needs of the patient group. To take an active role in the clinical programme including facilitation of specific group activities or individual interventions. Participating in forward planning and evaluation of the clinical programme. Having an awareness of how an individual's behaviour and presentation can impact upon the milieu and demonstrating a positive influence through one's own conduct.
- 1.5. Taking prompt action on changes in condition, liaising with other members of the clinical (Multi-disciplinary) team when necessary, reviewing nursing care and communicating any amendments to the care plan.
- 1.6. Develop skills in respect of specific interventions that are appropriate to the clinical area, act as a lead in developing nursing practice in relation to this.

## **2. Professional and statutory Obligations**

- 2.1. Ensure personal practice and that of those supervised adheres to relevant Codes of Conduct, legislation and policies and procedures. (See appendix for examples) To be aware of the implications of these, particularly those concerning patients' rights, and take any necessary action in the event of non-compliance.
- 2.2. Take responsibility for maintaining professional registration and for personal and professional development in accordance with NMC guidance, attending statutory and mandatory training and other pertinent training as agreed with the clinical manager through the personal review process.
- 2.3. To maintain registration and personal professional portfolio.

## **3. Managerial**

- 3.1. To act as Nurse in Charge of the clinical area on a regular basis. Ensuring that the shift is run in an efficient manner and that clinical need is prioritised and acted upon appropriately. Reaching decisions based upon, knowledge of the clinical area and patient group, available resources (including level and skill of staff group) assessment of level of risk and relevant policies and procedures.
- 3.2. Act as change agent, develop practice through evidence / action research. Management of all aspects of the change process, ensuring that significant others are fully engaged and that positive change is reviewed, evaluated and communicated both within the immediate team and more widely within the organisation.
- 3.3. Management of staff for the duration of a span of duty, providing supervision and support to junior staff. Acting as mentor or preceptor as and where appropriate. Motivating other staff, promoting positive values, challenging inappropriate behaviour and negative attitudes. Provide feedback on performance and report any incidents of misconduct in accordance with relevant procedures.
- 3.4. Ensure effective and accurate communication both during the span of duty and any subsequent changes. Ensure that communication is maintained within the wider clinical team and where necessary with other agencies or individuals.

- 3.5. Aspects of staff management as agreed with the clinical manager. These should be determined by the post holders development needs and should be considered as supplementary to the role. For example any post holder may take a role in the ongoing monitoring of performance have responsibilities for conducting personal reviews for selected individual staff members.

#### **4. Educational**

- 4.1. Contribute to the learning environment of the clinical area. Promote learning opportunities for all staff and encourage enquiry. Contribute to the development of learning packages for both student nurses and H.C.S.W.'s undertaking NVQ training. Undertake the roles of supervisor, and assessor to students allocated to the clinical area. Organise and participate in the delivery of teaching sessions for students, Health Care Support workers and other qualified staff. Maintain knowledge through liaison with educational bodies and link workers.
- 4.2. Act as preceptor to newly qualified staff nurses. Assist in the identification of objectives and provide ongoing support and supervision throughout the Preceptorship period.
- 4.3. Undertake duties as a trainer as agreed with clinical manager and ensure that one's own knowledge and skills in respect of this remain current. Training may be provided locally e.g. HoNOS training or as wider role within the trust.

#### **5. Quality Assurance**

- 5.1. Take prompt action upon receiving or being notified of a complaint and ensure that all efforts are made to resolve the complaint informally in accordance with the trust policy. Ensure that complaints are reported and that patients and carers / relatives are informed of the complaints procedure.
- 5.2. To take an active role in promoting and maintaining standards of practice. Informally through acting as a role model to junior staff, and formally via the relevant standard setting forum.
- 5.3. Maintain a safe and orderly working environment. Identify potential hazards and take appropriate action. Ensure that audit and Health and Safety checks are undertaken and that deficiencies are acted upon promptly. Promote a pride in the clinical environment both amongst the team and the patient group. Ensure that the ward routine provides for activities required to maintain environmental standards. Liaise with support staff as and when necessary.
- 5.4. Contribute to the areas clinical governance plans and take on specific tasks in relation to these. Promote the involvement of other staff in the clinical governance process and provide information and support.

#### **GENERIC CLAUSES**

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

**Trust Values:**

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

Responsible

- Taking personal and collective responsibility, being accountable for our actions

Excellent

- Striving for the best, for high-quality safe care and continually improving

**Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

**Infection Control:**

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

**Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

**Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Diversity:**

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Safeguarding:**

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be

familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**Raising Concerns**

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

**Registration:**

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

**Disclosure & Barring Service (DBS)**

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

**THE TRUST OPERATES A NO SMOKING POLICY**

EMPLOYEE

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<p>Valid nursing (RMN/RGN/RNLD) registered qualification</p> <p>Evidence of post basic education and further professional development</p> <p>NVQ Assessor or be working towards NVQ (or equivalent)</p> <p>MAPA trained</p> <p>CPR trained</p> <p>Valid PREP folder</p> <p>Competent in risk assessment / Management</p> <p>Relevant skills based qualification for practice area e.g. ENB, BLT or demonstrates commitment and ability to working towards</p>	<p>Diploma in Nursing</p> <p>Mentorship</p> <p>Preceptorship Skills</p> <p>ECT trained as appropriate to the area of work</p> <p>First Aid at Work trained</p>	<p>Application form / interview / assessment</p>
<b>Experience</b>	<p>Demonstrate the ability to carry out all care needs without direct supervision</p> <p>Regularly manage the clinical area in the absence of senior staff</p> <p>Have had experience in teaching sessions</p> <p>Have had experience of working under pressure and using initiative</p> <p>Sound assessment, evaluation and care planning skills</p>	<p>Participation in setting, maintaining and monitoring standards</p> <p>Excellent communication skills, written and verbal, with experience in heading ward rounds/meetings relevant to clinical area</p> <p>Confidence to act as mentor counsellor/ educator to patients, relatives, students and others</p> <p>Induction of staff to the clinical area at all levels</p> <p>Formulation of care standards for clinical areas and local standards</p> <p>Experience in handling complaints</p> <p>Formulation of learner profiles/packs</p>	<p>Application form / interview / assessment</p>
<b>Knowledge and skills</b>	<p>Adhere to carry out all directorate procedures and follow NMC guidelines during working practice</p> <p>Have a good sound knowledge of clinical area</p>	<p>Able to utilise research principles in practice</p> <p>Able to use the internet, email and word processing</p>	<p>Application form / interview / assessment</p>

	<p>being applied for</p> <p>Have a sound knowledge of Care Co-ordination, Discharge Procedures and the Mental Health Act as well as other legislation applicable to Mental Health Human Rights Act</p> <p>Have an awareness of own responsibility for Health and Safety, Food Hygiene, COSHH etc.</p> <p>Has the ability to fully implement all aspects of the whole care systems</p> <p>Has the ability to participate in all aspects of patient care</p> <p>Has the ability to work independently and within a team</p> <p>Able to fulfil the role of named nurse/ care co-ordinator</p> <p>Has an awareness of own limitations</p> <p>Able to delegate</p> <p>Has assertiveness skills</p> <p>Ability to implement and manage change</p> <p>Has challenging skills</p>		
<b>Other</b>	<p>Flexibility in working hours</p> <p>Flexibility to work away from base in all areas of the Mental Health Directorate</p> <p>Able to meet the travel requirements of the role</p>		Application form / interview / assessment