

Job description and person specification

Job title:	Staff Nurse
Band:	5
Accountable to:	Associate Director of Operations
Responsible to:	Ward Manager

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff, and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

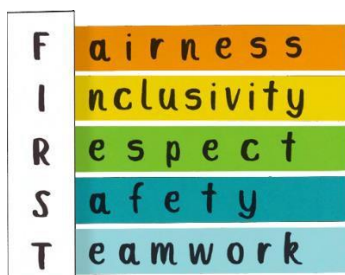
Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff, and the future** here.](#)

Job summary:

Staff Nurses are responsible for the delivery of care and the assessment, development, implementation and evaluation of individual programmes of care. They are expected to take delegated responsibility in a given shift for a group of patients. With experience, they may be expected to take charge of the ward/department regularly in the absence of the Sister/Charge Nurse.

NOTE: This job description outlines the Trust's expectation of an experienced Band 5 nurse. Nurses will not be expected to fulfil the tasks marked with * until they have moved through the foundation gateway and are progressing towards the full KSF competencies

Job responsibilities:

Leading/Managing Care (Within delegated responsibilities for a group of patients)

- Assesses nursing care to be delivered. Plans, prioritises and supervises care within an allocated time frame. Delegate activities to team members appropriately
- Organises and deploys staff according to workload, ensuring appropriate staff cover and reporting any deficiencies to Ward/Clinical Manager
- Supervises the delivery of care to maintain agreed standards
- Identifies problems and risks, decides on appropriate actions via a structured approach and report promptly to other staff on matters requiring their input
- Works collaboratively with the inter-professional team and other staff on the ward/department and with increasing experience coordinates care given by the inter-professional team and other staff on the ward/department
- Ensures all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust Policies
- Is fully conversant with all policies and procedures, including Major Accident, Resuscitation, Fire, Health and Safety, and acts within them
- Contributes to the effective and efficient use of resources. Including safe use, checking, maintenance and storage of equipment
- Works collaboratively with the patient Flow Team in relation to decisions on patient flow issues
- Reviews and evaluates the effectiveness of nursing care for area of responsibility for the shift. Delivers clear, concise records and handover
- Formally monitors quality of care for area of responsibility
- Manages own time and responds to unexpected demands in a professional manner

Delivery Of Care

- Carries out the assessment of patients identifying nursing problems and needs in partnership with the patient, and with appropriate members of the inter-professional team
- Assesses risks to patients which need to be managed in relation to their health and well being within scope of nursing practice
- To plan, implement and evaluate individual programmes of care for patients and with increasing experience uses an holistic approach and an evidence based approach

- Ensures that skilled care is given to patients and that all drugs and treatments are administered as prescribed
- Ensures the maintenance of accurate clinical observations of patients condition
- Ensures the significance of data relating to patient's condition and progress is interpreted and acted on
- Evaluates the effectiveness of interventions and updates care plans and goals to take account of any changing needs of the patient
- Contributes to health promotion and raising of health awareness with patients and relatives
- Ensures safe practice to minimise the risk of infection to patients and staff
- Plans discharge needs of patients from admission, ensuring appropriate involvement of inter professional team and other agencies in the process
- Assesses the learning needs of individual patients and/or relatives
- Instructs and demonstrates procedures to patients and/or relatives when competent to do so
- Evaluates the effectiveness of patient teaching and takes necessary action to achieve objectives

Communication And Team Working

- Ensures and demonstrates effective communication takes place between patients, relatives and staff
- Participates and communicates effectively with the inter-professional team and other agencies as necessary
- Supports bereaved and distressed patients/relatives
- Ensures when patient's concerns are identified they are addressed where possible, and informal complaints dealt with appropriately
- Assist in the teaching of junior staff and learners in nursing practices Acting as link nurse/mentor for named learners as required
- Assist in the supervision, support, training and assessment of non-registered skilled workers
- Participates in the induction of staff
- Takes lead responsibility for teaching and assessing learners in practice and encourages critical reflection as in clinical supervision
- Undertakes preceptorship and supervises junior qualified staff
- Demonstrates verbal communication through the ability to give basic information and support to individuals. To listen effectively and modify communication to individual needs
- Demonstrates written communication through the ability to record accurate, succinct, clear and legible reports and documentation

Professional Conduct and Professional Development

Responsible for exercising professional accountability and ensuring that;

- Patients' interests and rights are respected and acts as an advocate on behalf of patients
- The privacy of the patient is respected
- High standards are achieved and maintained
- Through working in partnership with patients ensures they are the focus of effective care
- The role of other persons delivering health care is recognised and respected
- Public trust and confidence is not jeopardised
- Any action or decision not to act taken in the course of professional practice can be justified
- Insight into own needs for professional development, education and in-service training;
- accesses development opportunities through an agreed PDP
- Understands and uses evidence based practice within own area, produces literature to share with colleagues and shares knowledge and clinical expertise
- Contributes to service and practice development initiatives within the clinical setting
- Demonstrates critical reflection skills and the learning gained from experience
- Abides by the legal and statutory rules relating to practice
- Complies with the Trust uniform policy

Person specification

Requirements	Essential	Desirable	Evidence
Education and qualifications	<ul style="list-style-type: none"> NMC Registration BLS/ILS ENB 998 or equivalent Evidence of ongoing professional development 		
Experience and knowledge	<ul style="list-style-type: none"> Teaching experience Ability to work to clear protocols/ guidelines within role boundaries 	<ul style="list-style-type: none"> Previous acute experience within the NHS Previous mentorship experience 	
Skills and abilities	<ul style="list-style-type: none"> Good IT skills Communicates clearly both verbally and in writing. Willingness to share knowledge and mentor students Evidence of good attendance and timekeeping Team player, able to problem solve to meet team objectives. Excellent organisational skills and time management Able to work under pressure and meets deadlines in a realistic manner. Understands the importance of patient confidentiality and Data Protection Accurate with attention to detail Supports patient equality and diversity. Ability to provide patients with an environment that supports privacy and dignity Ability to show empathy and compassion to patients and relatives Awareness of current political/professional issues 	<ul style="list-style-type: none"> IV drug administration Previous use of electronic patient record systems (eCare utilised at the West Suffolk Hospital) 	
Personal qualities	<ul style="list-style-type: none"> Flexible approach to meet the needs of the service Committed to delivering a high quality service 		

GENERAL NOTES

CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



opportunity
to highlight

CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equality, Diversity and Inclusion

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or

belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

DATA QUALITY

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

FREEDOM OF INFORMATION

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

INFORMATION ASSET OWNERS (IAO)

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

CODES OF CONDUCT FOR NHS MANAGERS

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained.

All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

FRAUD, BRIBERY AND CORRUPTION

The Trust has a zero tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

STANDING FINANCIAL INSTRUCTIONS

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

SUSTAINABILITY

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

ACTIVE TRAVEL

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

See the travel pages on the intranet for further details.

NHS FOUNDATION TRUST

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out.

On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

WEST SUFFOLK NHS FOUNDATION TRUST
TERMS AND CONDITIONS OF EMPLOYMENT

Band 5 Salary Scale:

Minimum	£28,407 pa
Increment 1	£28,407 pa
Increment 2	£30,639 pa
Increment 3	£30,639 pa
Increment 4	£34,581 pa
Increment 5	£34,581 pa
Increment 6	£34,581 pa
Increment 7	£34,581 pa

Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

HOURS OF DUTY: See NHS Jobs advert

ANNUAL LEAVE: 202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week** and will be pro rata for part time employees)

PENSION SCHEME: All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at Serco on 0844 931 2005.

PERIOD OF NOTICE: Two months

TERMS AND CONDITIONS OF SERVICE: All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS: The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.

RETIREMENT POLICY:

The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment. Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months' notice of their intention to retire and access their pension.

LEASE CAR INFORMATION:

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

SOCIAL AND GENERAL:

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

CHILDCARE:

The West Suffolk Hospital Trust has access to a Childcare Co-ordinator, who can provide information on good quality childcare. The Childcare Co-Ordinator can be contacted on 01284 712918. The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to westsuffolk@busybees.com.

April 2023

Human Resources and Communications Directorate