

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Staff Nurse- Community Hospitals
Band:	Band 5
Directorate:	HR
Department:	Bank
Base:	County Wide
Responsible for:	n/a
Responsible to:	Ward Manager/Bank Lead Nurse Temporary Staffing
JD updated:	April 2023

Job Purpose:

- To provide high quality patient care and participate in the assessing, planning, implementation and evaluation of the care needs for the patient group.
- To demonstrate Trust values whilst deliver safe and compassionate person centered care, treating patients, service users and their family with consideration and respect.
- To provide relevant forms of care with minimal supervision and participate in the supervision, teaching and assessment of junior staff and students.
- The post holder will be required to work flexibly and in other areas of the Trust to meet service needs.



Duties and Responsibilities

Communication and Key Working Relationships
<ul style="list-style-type: none">• Hospital Matron/Manager• Patients and Carers• Multidisciplinary team• Temporary Staffing Team• External contacts
Planning and Organisation
Analytics
Responsibility for Patient / Client Care, Treatment & Therapy
<ul style="list-style-type: none">• The post holder will be responsible for the assessment of patient care needs, the development, implementation and evaluation of treatment plans whilst working alongside other professionals within the multidisciplinary team. High quality care and effective communication will be maintained throughout.• This role will require the nurse to practice autonomously and make decisions under their own initiative using past professional judgment and drawing on their clinical expertise.
Policy, Service, Research & Development Responsibility
<ul style="list-style-type: none">• Practice in line with the NMC's Code at all times.• Deliver safe and compassionate patient centred care being responsible for the assessment, reassessment, implementation, and evaluation of this care.• To be responsible and accountable for ensuring care plans are amended as patients care needs dictate and evaluated on a daily basis and when clinical need demands.• Ensure clinical skills remain up to date and evidence based recognising and escalating learning needs and seeking training when required.
Responsibility for Finance, Equipment & Other Resources
<ul style="list-style-type: none">• Administer prescribed medicines and treatment in a timely manner in accordance with Trust policy.• Maintain accurate clinical observations and records, interpret the significance of these and action or escalate as appropriate.• Make decisions, following discussion with appropriate staff members with regard to the clinical intervention required, based on the analysis and interpretation of complex clinical facts on a daily basis and in crisis situations.• Be aware of what mandatory training is required for role and ensure mandatory training remains up to date.• Carry out and document all relevant assessments in a timely manner.



- To ensure that patients are treated with dignity and respect.
- To access and implement as necessary all Trust policies/protocols and guidelines.
- To support and assist in audits / monitoring / collecting data / transferring data to other sources; in collaboration with the ward manager & matron. To maintain Quality Assurance initiatives by playing an active role with self checks on equipment and attending annual training sessions.

Responsibility for Supervision, Leadership & Management

- To work in partnership with Multi-disciplinary team ensuring effective communication is maintained.
- Share and cascade learnt knowledge to others where appropriate and support the development of other staff members.
- Work safely and autonomously. To delegate where appropriate, prioritise, make decisions and communicate effectively with all levels of staff.
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Information Resources & Administrative Duties

- Continue to relevant projects in relation to the development of the Trusts business plan and organisational objectives as required.
- Comply with Somerset NHS Foundation Trust policies and procedures where exercising the duties of the role.

Any Other Specific Tasks Required

- Undertake any necessary skills training, professional updates/continuing professional development and mandatory training as appropriate to the post, in agreement with line manager.

WORKING CONDITIONS

- *The post will involve a combination of sitting, standing and walking. There will be frequent contact with bodily fluids when carrying out interventions and treatments.*



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u> NMC Registration	E	Application form/ CV Registration check
<u>QUALIFICATIONS & TRAINING</u> Registered Nurse. Relevant degree or equivalent qualification. Appropriately registered with the NMC as per post requirements. <i>Teaching /Assessor qualification.</i>	E E E D	Application form/CV NMC Register check
<u>KNOWLEDGE</u> Recent clinical experience in area relevant to role. Experience post qualification. <i>Evidence of continuing professional development.</i>	E E E	Application form
<u>EXPERIENCE</u> Recent rehabilitation experience.	D	Application form/interview
<u>SKILLS & ABILITIES</u> Exceptional communication and interpersonal skills. Ability to communicate empathetically with patients, relatives and/or carers when discussing or explaining clinical conditions and potentially distressing and sensitive information. Ability to role model/demonstrate leadership skills. Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients. Ability to recognise and manage challenging situations in a calm and professional manner. Able to take instruction and direction and work effectively as part of a team. Demonstrates high standards of written communication skills with the ability to use email and internet. Able to work flexibly. Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with staff, patients, carers and relatives (as appropriate) remaining sensitive and empathetic. Listens to others' views respecting and valuing individual needs.	E E E E E E	Application/CV Interview



Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. Excellent organisational skills, ability to manage own time and plan timed activities. Ability to recognise and manage challenging situations in a calm and professional manner. Able to take instruction and direction and work effectively as part of a team. Ability to record and retrieve information on paper/electronic records as appropriate. High standards of written communication skills with the ability to use email and internet.		
COMMUNICATION SKILLS <ul style="list-style-type: none"> • Able to demonstrate a good standard of English language 	E	
PHYSICAL SKILLS <p>Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect. Intuitive and caring nature. Flexible and adaptable to meet the needs of the patients. Ability to inspire hope, support recovery and make a difference. Act in a ways that support equality and diversity.</p>	E E E E E	
OTHER <ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients. <p>yMust be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to travel throughout the Trust, to meet the needs of the service.</p> <ul style="list-style-type: none"> • 	E E	
SUPPORTING BEHAVIOURS <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	Y		Occasionally
Working in physically cramped conditions	Y		Occasionally
Lifting weights, equipment or patients with mechanical aids	Y		Regularly • Moving and handling of individuals Transportation and fitting of equipment
Lifting or weights / equipment without mechanical aids	Y		Regularly • Moving and handling of individuals Transportation and fitting of equipment
Moving patients without mechanical aids	Y		Regularly • Moving and handling of individuals Transportation and fitting of equipment
Making repetitive movements		N	
Climbing or crawling		N	
Manipulating objects	Y		Moderate
Manual digging		N	
Running		n	
Standing / sitting with limited scope for movements for long periods of time	Y		Regularly • Working in a physical ward environment Driving in a car for up to an hour
Kneeling, crouching, twisting, bending or stretching	Y		Regularly Moving and handling individuals and equipment
Standing / walking for substantial periods of time	Y		Regularly Standing or walking in a hospital environment
Heavy duty cleaning		N	
Pushing / pulling trolleys or similar	Y		Occasionally Pushing wheelchairs
Working at heights		N	
Restraint ie: jobs requiring training / certification in physical interventions		N	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	Y		Regularly • Interruptions by colleagues, service users, relatives, phone calls Changing demands on duties
Carry out formal student / trainee assessments	Y		Occasionally
Carry out clinical / social care interventions	Y		Regularly
Analyse statistics	Y		Occasionally



Operate equipment / machinery	Y		Regularly • IT equipment ADL equipment
Give evidence in a court / tribunal / formal hearings	Y		Rarely
Attend meetings (describe role)	Y		Occasionally
Carry out screening tests / microscope work		N	
Prepare detailed reports	Y		Occasionally
Check documents	y		Occasionally
Drive a vehicle	y		Occasionally
Carry out calculations	Y		Occasionally
Carry out clinical diagnosis	Y		
Carry out non-clinical fault finding		N	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	Y		Occasionally
Giving unwelcome news to patients / clients / carers / staff	Y		Occasionally
Caring for the terminally ill	Y		Occasionally
Dealing with difficult situations / circumstances	Y		Treating people at the end of their life and with terminal illnesses Managing expectation of service users / relatives
Designated to provide emotional support to front line staff		N	
Communicating life changing events		N	
Dealing with people with challenging behaviour	Y		
Arriving at the scene of a serious incident	Y		
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		N	
Excessive temperatures		N	
Unpleasant smells or odours	Y		
Noxious fumes		N	
Excessive noise &/or vibration	Y		
Use of VDU more or less continuously			



Unpleasant substances / non household waste	Y		
Infectious Material / Foul linen			
Body fluids, faeces, vomit	Y		
Dust / Dirt	Y		
Humidity			
Contaminated equipment or work areas	Y		
Driving / being driven in Normal situations		N	
Driving / being driven in Emergency situations		N	
Fleas or Lice		N	
Exposure to dangerous chemicals / substances in / not in containers		N	
Exposure to Aggressive Verbal behaviour	YY		
Exposure to Aggressive Physical behaviour			

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

