

JOB DESCRIPTION

Job Title:	Staff Nurse
Band:	5
Base:	Queen Victoria Hospital, East Grinstead
Business Unit/ Department:	Operational Nursing
Reports to:	Matron
Accountable to:	Head of Nursing

1. Job Summary

- 1.1 The post holder will work as part of a team to provide a safe, effective, efficient care environment for patients, relatives and carers. They will be responsible for the assessment, planning, implementation and evaluation of programmes of care under indirect supervision from senior staff. They are expected to be able to demonstrate procedures and supervise unqualified staff, and work without direct supervision once the key learning outcomes of the foundation programme are complete.
- 1.2 Employees should honour the Trust's Core Values by demonstrating appropriate behaviours and encouraging this in others.
- 1.3 Adhere the NMC Code at all times
- 1.4 Employees should demonstrate commitment to quality patient care through effective team working

2. Main working relationships

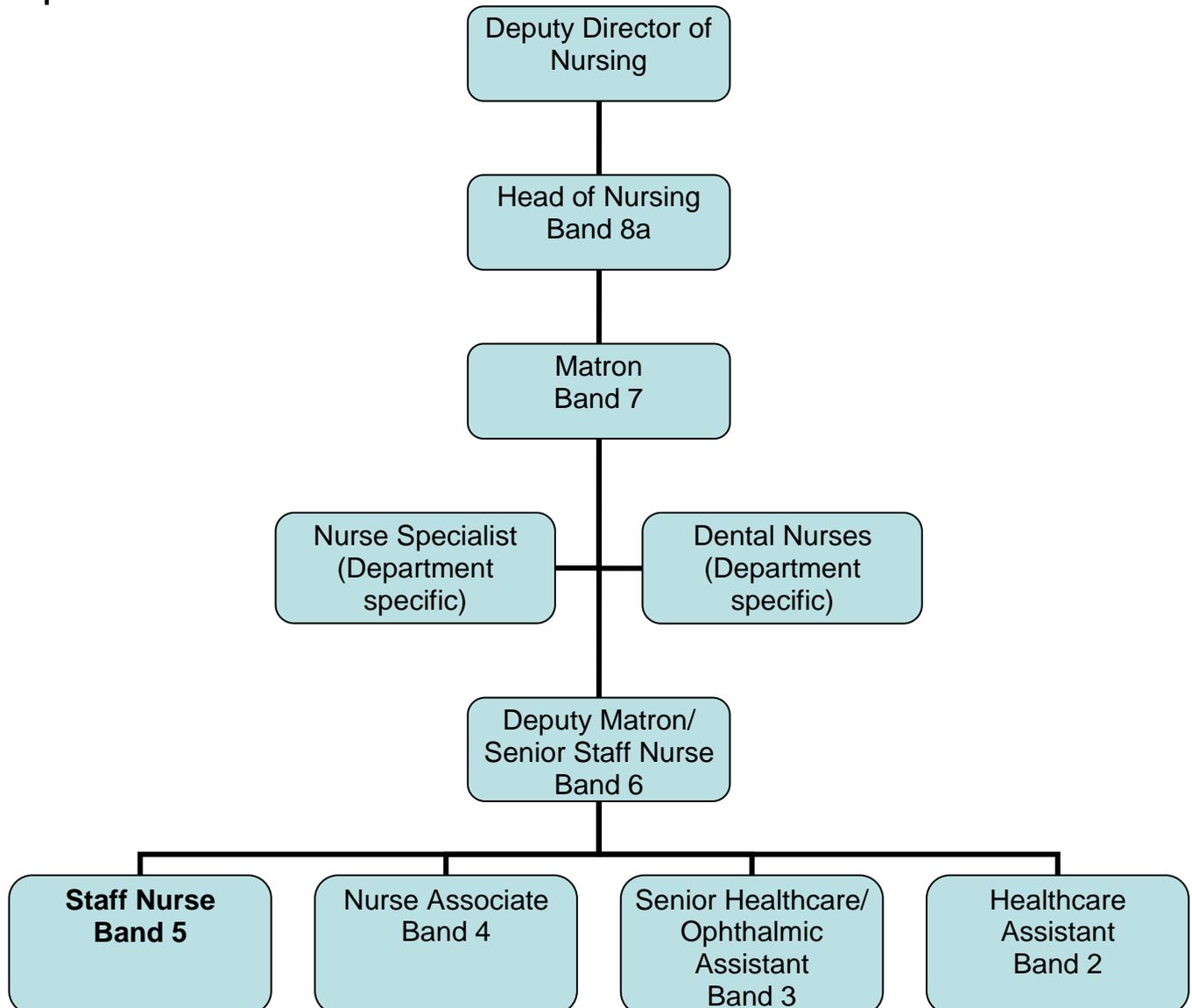
2.1 *Internal*

- Heads of Nursing
- Matrons
- Deputy Matron/ Senior Staff Nurses
- Nurses/ Dental Nurses
- Healthcare Assistants
- Ward Clerk
- Domestic team
- Site Practitioners/ Trauma Coordinators
- Consultants
- Junior Doctors
- Patients and families
- Education Leads
- Other members of the multidisciplinary team

3. Budget responsibilities

To use clinic resources such as dressings and clinical items in a cost effective and responsible manner

Department structure chart



4. Key result areas:

Clinical

4.1 Carry out a full range of registered nurse duties, including assessment, planning, implementation and evaluation of the patient's condition and care with support from the nurse in charge. Maintain the privacy and dignity of all patients whilst adhering to Trust and department policies, reporting any difficulties with these duties to senior staff.

- 4.2 Work without direct supervision once key learning outcomes of the induction/ foundation or preceptorship programme have been completed.
- 4.3 Maintain a safe environment when caring for patients, including those patients requiring frequent levels of monitoring.
- 4.4 Monitor all patient care and treatment, maintaining high standards and quality at all times.
- 4.5 Document incidents on Datix in real time and escalate these to nurse in charge. Aware of trust risk management and how to raise concerns policies
- 4.6 Prioritise nursing care, recognise deterioration in a patient's condition and alert senior staff immediately.
- 4.7 Maintain accurate, contemporaneous and legible written records of care.
- 4.8 Use effective communication, written and verbal with all levels of staff including the multidisciplinary team, patients and relatives.
- 4.9 Adhere to the agreed procedures as identified, and promotes by example, a high standard of good quality nursing care in the department.
- 4.10 Foster good relationships with other departments, the multidisciplinary team and visitors to the unit. Help to achieve and maintain morale for both staff and patients.
- 4.11 Participate in the health education and explanation of treatment to patients and relatives.

Professional

- 4.12 Adhere to the Trust's Uniform and dress code policy.
- 4.13 Responsible as a trained nurse for the control and administration of drugs within the regulations outlined in Queen Victoria Hospital Medicine Policy and the NMC and completes the trusts Intravenous and oral drug competency programmes
- 4.14 Participate in clinic projects, enhancing the standards of care.
- 4.15 Assist in the updating of Professional practice/procedures in line with current research.
- 4.16 Contribute to the learning environment conducive for nursing students and other staff in training.
- 4.17 Assist in the implementation of national initiatives.
- 4.18 Maintain own personal profile.
- 4.19 Meet the requirements for revalidation

Education and Training

- 4.20 Successfully complete key learning outcomes from the foundation programme during the first month of employment and will complete the main set of competencies within 12 months
- 4.21 Initiate own development within agreed parameters.
- 4.22 Be involved in any aspects of training that need to be cascaded to the whole team such as moving and handling/infection control.
- 4.23 Help induct new staff with a formal induction programme.
- 4.24 Act as mentor/preceptor for trained and untrained staff once appropriate training has been given.
- 4.25 Be prepared to extend knowledge and skills by rotation to other areas in consultation with the Matron
- 4.26 Help in the implementation of group policies and ensure that the Trust's policies are adhered to.

- 4.27 Be prepared to be trained and use any information technology that is brought into your area.
- 4.28 Be involved in ensuring correct usage of equipment and assist in the training of others as required
- 4.29 Assist in the recording of appropriate patients/staff, ward/department statistical data as directed by the Departmental Matron.

5. Personal and Professional Development

- 5.1 Participate in the Trust's annual appraisal system designed to identify objectives and personal development opportunities.
- 5.2 Participate in the Trust's annual pay progression review (if applicable).
- 5.3 Ensure that all mandatory training is up to date
- 5.4 The post holder will be responsible for continually maintaining their working knowledge of local practices, policies and procedures and highlight ongoing training and development needs to their manager.

The post holder should NOT undertake any task which has not been fully explained to him/her for which he/she does not feel competent to undertake.

General:

This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive. The post holder may be asked to undertake duties that are in line with the level of role.

The job description will be subject to regular review and amendment as necessary in consultation with the post holder.

Health and Safety

The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

Equality and Diversity

The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trusts equality and diversity policies, procedures and initiatives.

Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

Safeguarding Children, Young People and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Smoke free Trust

Queen Victoria Hospital NHS Foundation Trust is a smoke-free Trust covering Trust premises, grounds and any Trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

QVH Trust Values



PERSON SPECIFICATION

Title of post: **Band 5 Staff Nurse**

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Nurse or able to demonstrate specialist knowledge within this field through practical experience Must be willing to undertake relevant post registration courses as advised by the Practice Educators/ Matron 	<ul style="list-style-type: none"> ILS/ALS ERAM/ALERT course Mentorship qualification Plastic surgery/ Burns/ Maxillofacial/ ophthalmology course
Experience	<ul style="list-style-type: none"> Competent in basic wound management Post registration experience in acute care setting Working within a multidisciplinary team 	<ul style="list-style-type: none"> Willing to undertake more complex wound management with supervision and training
Knowledge	<ul style="list-style-type: none"> Aware of the National 6Cs campaign Aware of national nursing agendas Aware of how risk management impacts on role as a nurse Understands that safeguarding is everyone's business 	<ul style="list-style-type: none"> To be willing to work towards further qualifications as expected to fulfil the role
Skills	<ul style="list-style-type: none"> Good interpersonal and communication skills. IT literate Ability to demonstrate initiative Prioritising skills Flexible Clear written and spoken English 	<ul style="list-style-type: none"> Leadership skills
Attributes	<ul style="list-style-type: none"> Able to work effectively in a team Enthusiastic and assertive Flexible and reliable Strong desire to improve standards Self-motivated and pro-active Dynamic and supportive Keen to implement research based practice Demonstrate care, compassion and confidentiality when dealing with patients, families and colleagues 	
Additional requirements	<ul style="list-style-type: none"> The ability to work flexibly to meet the requirements of the job role 	

Version control (HR use only):

Version number:	AfC panel:	Clustered:	Consistency check:	Lead initials:
1	10/06/2016	N/A	10/06/2016	Unknown

2	N/A	19/07/2018	N/A	GF
3	N/A	27/02/2019	N/A	GF