

Job Description

Post Title: Staff Nurse

Band: 5

Accountable To: Head of Nursing

Reporting to: Bedford Centre Manager

Department: Gynaecology

Job Purpose:

The post holder will develop specialist knowledge, skills and competence in caring for patients attending The Bedford Centre requesting termination of pregnancy. The post holder will have a responsibility for the delivery of care and support to patients attending the Bedford Centre.

The post holder will work as part of a team and support the organisation and operational management of service delivery. The post holder will be an ambassador for the 6 Cs culture for compassionate care- Care, Compassion, Competence, Communication, Commitment, and Courage.

The post holder will be expected to supervise and teach non registered, newly registered and newly appointed staff with the support of senior team members.

There will be a requirement to undertake an educational role, a link nurse role and or cascade training as you become established in this post.

Main Duties and Responsibilities

To deliver Safe Services and Quality Care

1. Demonstrate knowledge and understanding of termination of pregnancy procedures or a willingness to learn.

2. Demonstrate a knowledge of the legal requirements in relation to termination of pregnancy or a willingness to learn
3. Delivering and maintaining high standards of nursing practice and promoting the philosophy of patient and family centred care.
4. To be responsible for the assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care, using a defined model/ care pathway in conjunction with senior staff
5. To undertake all nursing procedures in accordance with Trust Policies and ensure these procedures and policies are understood and adhered to.
6. To communicate with patients and significant others with empathy and reassurance regarding assessment, care and treatment aiming towards a patient centered care approach
7. To maintain accurate and comprehensive nursing records using appropriate documentation in accordance with the NMC recommendations and Trust guidelines.
8. Ensure safe administration of medication according to Trust Policy and procedures
9. With appropriate support and training supervise non registered staff to ensure they have the knowledge, skills and resources to carry out delegated aspects of care
10. To work as part of a team to promote good communication and multi professional approach to patient care
11. With the support and supervision of senior team members participate in departmental audits, nursing indicators and review of family and friends tests feedback, work with senior colleagues to agree and implement any required actions.
12. Implement safe working practices as required by the health and safety at work act
13. To be competent in the use of all equipment and technology in the area and participate in ensuring that it is serviced and kept in good order at all times. Safely demonstrate the ability to set up, maintain and train staff in the use of all

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medical devices used on the area in accordance with NMC guidelines, Division and Trust policy.

14. The post holder may be required to work within any of the Divisional areas as required.

To develop a well led, capable and motivated workforce

1. Maintain efficient and effective communication and working relationships with other professional groups and staff working within the Trust
2. Work with the multi-professional team including the senior nursing and medical management team, Practice Education Nurses, community nursing team and other professionals / specialists / therapists.
3. Assist with orientation programmes which familiarise new members of staff with the organisational and clinical demands of the service
4. Supervise the work of non registered staff as well as nursing and medical students in conjunction with Higher Institutes of Education. Undertake mentoring of student nurses and midwives
5. Act as an ambassador for the organisation at all times - adhere to behavioural standards
6. Participate in teaching, supervising and demonstrating practice skills at all levels to patients, families, students, medical staff and nurses. Participate in departmental teaching programmes.
7. To make effective use of appropriate learning opportunities for themselves and others and apply learning to practice. Take personal responsibility for ensuring own
8. Take personal responsibility for ensuring own mandatory training requirements are adhered too.
9. Take personal responsibility for ensuring own equipment competencies are maintained for all high, medium and low risk equipment used. With the necessary training act as an equipment cascade trainer within the outpatient department to ensure equipment training is constantly refreshed

To be efficient and make the best use of available resources

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1. Be aware of the need for budget control and cost effectiveness
2. In liaison with the manager and or housekeeper ensure adequate provision of stores. Assist with the day-to-day requisition of supplies and encourage economical use of these items within the constraints of the department budget. Ensure that equipment is handled correctly and is maintained in safe working order.

To Deliver the Most effective Outcomes

1. Participate and assist in setting standards of patient care based on sound research findings.
2. Ensure that all clinical and legal documents completed are both accurate and legible at all times, and in accordance with the NMC guidelines.
3. Ensure Trust policies and procedures are followed and adhered to at all times
4. To participate in the changes within the service and adapt to changes as necessary
5. Where possible find resolutions to patients concerns when raised locally, escalate any patients concerns that they cannot resolve
6. Be responsible for keeping up to date with clinical practice
7. Assist in the investigation of accident, incidents and complaints, implementing corrective actions where necessary under the direction of the departmental manager
8. Participate in the implementation of new initiatives

To Deliver the Best Possible Patient Experience for Patients and Staff

1. Maintain a safe working environment at all times, recognising the health and safety of the patients, visitors and staff.

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2. Take a pro-active role in maintaining effective communication with all the members of the multi-disciplinary team. Ensure that communication with patients and their families remains effective in meeting the sensitive needs of the family
3. Work with other team members, including medical, ancillary teams are also providing care that is tailored and suited to the individual patient and their family and is within agreed protocols and guidelines.
4. Act as a link nurse, providing a role model of collaborative working between multi-professional groups as well as a resource to other members of the nursing team.
5. Report to the manager any concerns in relation to patient care, adult protection, the department environment, staffing, accidents or incidents that may affect the service given to the patients and their families. Assist / support in the investigation and resolution of the same appropriately seeking advice and support as needed.
6. Ensure that good patient and colleague relationships are developed and maintained.
7. Be responsible for ensuring patient confidentiality and safekeeping of patient records
8. The post holder will be an ambassador of the 6cs, and champion care and compassion in their practice, they will role model compassionate care
9. The post holder will work with managers to respond to patient feedback, they will support the nursing quality indicators work and will help managers drive areas of action to improve quality of care

This document is intended as a guide to the general scope of duties and is not an inflexible job description

The post-holder must comply with all Trust policies and procedures and attend all necessary mandatory training.

Values Based Behaviours:

Care: we show we care about people	<p>Listens and acts to the concerns of others to bring about improvements for people (patients and staff).</p> <p>Shows empathy to others and a caring attitude to people (staff, patients and the public)</p>
Ambition: we want the best for people	<p>Motivates and coaches others to support them to develop their own capabilities and skills.</p> <p>Links individual development needs with service goals.</p> <p>Has the resilience to keep going in adversity and shows a can do attitude to deliver improvements for others.</p> <p>Strives to ensure the role or service they deliver is the best</p>
Respect: we value the differences and talents of people	<p>Notice the suggestions of others even if you may not agree.</p> <p>Provide constructive feedback.</p> <p>Show appropriate professional standards at all time.</p> <p>Concentrates on what is right rather than who is right.</p>
Engage: we involve people in how we do things	<p>Seeks feedback and input into decision making and service improvement for all people involved (patients, staff and the public).</p> <p>Actively takes others views into account.</p> <p>Shows a positive outlook to delivering the best service possible, and leads others by example.</p>
Learn : we learn from people, past, present and future	<p>Checks outcomes against plan.</p> <p>Uses evidence and experience of others to inform improvements to services for patients and staff</p> <p>Values, generates and uses evidence to lead future improvements</p>

Mandatory Statements:

1. This post is subject to an enhanced DBS check.
2. Liverpool Women's NHS Foundation Trust is committed to achieving equal opportunities in employment and has an Equality and Diversity Policy. You are expected to observe this policy in your behaviour towards: patients, work colleagues and the public.
3. Liverpool Women's NHS Foundation Trust has a responsibility and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every employee of the Trust has a responsibility and is duty bound always to act in the best interest of a child or adult about whom we may have concerns.
4. In the course of your duties you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties or with specific permission given on behalf of the Trust.
5. You must ensure that you handle personal information in accordance with the requirements of the Data Protection Act 1998.
6. You must make yourselves aware of the responsibilities placed on you by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors. You will have at all times a duty to conduct yourself and to undertake your work, in a safe manner, so not to endanger yourself and others around you. The degree of such responsibilities carried out by a particular individual will depend on the nature and extent of your work.
7. Should you feel concerned over any safety aspect of your work, it should be brought to the attention of your manager/supervisor, Health and Safety Manager and/or Trade Union Safety Representative. You must adhere to the health and safety rules and procedures of the Trust to ensure that the Trust meets its statutory requirements. Employees have a legal duty to use safety devices and safety equipment provided.
8. In the interests of your development you will be expected to take a positive role in the Performance and Development Review (PDR) Process.
9. You must ensure that you adhere to the Trust Infection Control policies and procedures at all times. You have a duty of care under the Health Care Act to prevent the spread of infection.

10. Within the NHS, good patient care is reliant on the availability of complete, accurate, relevant and timely data. The quality of information will limit the capability to make operational decisions about the way care is planned, managed and undertaken. Poor information quality leads to poor decision making and may put service users at risk. High quality information means better, safer patient care. Where you are required to record data on any system, regardless of the type of media, you must ensure that it is up to date, accurate, complete and timely. Ensure that you feel sufficiently knowledgeable about the system you are asked to use and what is required of you in order to fulfil your task accurately. Where an error is created or discovered by yourself on any system which you cannot rectify, you must contact the relevant helpdesk / system owner or your Line manager. Please read the Data Quality Policy located on the Intranet and ensure you understand your responsibilities.
11. You must comply with all Trust policies and procedures and attend all necessary mandatory training.
12. This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties. Your job description will be subject to regular review with your Line Manager.
13. The Trust is a Health Promoting Hospital. Making Every Contact Count (MECC) is an approach to behaviour change that utilises the millions of day to day interactions that organisations and individuals have with other people to support them in making positive changes to their physical and mental health and wellbeing. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes

Person Specification

	Essential	Desirable	Method Of Assessment
Skills, Knowledge & Aptitudes	<p>Excellent Communication skills, demonstrating effective listening and engaging with patients and family effectively</p> <p>Knowledge of infection prevention and control policy and processes</p> <p>Demonstrates an interest in Women's health</p> <p>Ability to contribute and promote change.</p> <p>Good time management</p> <p>Computer skills</p>	<p>Competencies in clinical tasks such as ANTT, venepuncture</p>	Application & Interview
Qualifications & Learning	<p>RGN</p> <p>Evidence of recent professional updating and relevant personal development</p>	<p>Mentorship in Practice/ ENB998</p> <p>R71 Contraception and Reproductive Sexual Health Certificate or equivalent</p>	Application & Interview
Experience	<p>Health Promotion</p> <p>Experience of developing plans of care</p>		Application & Interview
Personal Attributes Qualities	<p>Ability to manage time and work under pressure</p> <p>Promote local resolution to complaints and demonstrate ability to diffuse conflict</p> <p>Promote positive reporting culture</p>		Application & Interview

	<p>for incidents/ ACE's</p> <p>Be able to work effectively as part of a team</p> <p>Methodical and well organised approach</p> <p>Ability to portray a professional image including inspiring confidence and trust</p> <p>Confidence to liaise with other members of the multidisciplinary team and be courteous patient and helpful at all times</p> <p>Role Models the 6Cs (Care, Compassion, Competence, Communication, Courage, Commitment) in everyday care of patients</p>		