

JOB DESCRIPTION

JOB TITLE : STAFF NURSE
BAND 5
RESPONSIBLE TO : WARD/DEPARTMENT SISTER/CHARGE NURSE

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

To facilitate multidisciplinary patient centred care in the role of named nurse/team leader. To assess, plan, implement and evaluate patient care. On a regular basis, accept the responsibility for the management/leadership of the ward/department in the absence of the senior nurse. To participate in the supervision and teaching of staff and students.

If the post-holder is a Non-medical prescriber, working within their scope of clinical practice as either independent or supplementary prescriber.

KEY RESPONSIBILITIES

Service Delivery Responsibilities

- To demonstrate up to date knowledge of national and local professional issues and to lead/facilitate the implementation at a local level.
- To undertake any other duties, required by the line manager appropriate to the grade and relevant to the post.
- To act on behalf of patients, carers and staff to ensure their views are represented.

- To implement the local and national Clinical Governance agenda.

Clinical Responsibilities

- To support the ward/department Sister/Charge Nurse and their deputy in the implementation of their role.
- To practice as a named nurse/team leader taking responsibility for a defined caseload of patients on a continuing basis.
- To assess, plan, implement and evaluate patient care for a defined caseload.
- In the absence of Sister/Charge Nurse effectively manage complaints and report to Matron.
- To promote collaborative working partnership and effective communication between all members of the multi-disciplinary team.
- To ensure clinical incident/near misses within the sphere of responsibility are managed in a timely manner. In the absence of the Sister/Charge Nurse report action taken to minimize risk.
- To develop links with all care agencies to facilitate seamless care delivery.
- Promote health and wellness through practice and education of patients, relatives, carers and staff.
- To take responsibility for developing innovative practice and leading the implementation of such practices, to enhance patient care.
- To maintain patient confidentiality at all times.
- To minimize hazards in the working area and report any identifiable hazards to the line manager. To adhere to all safe systems of work applicable to the work area.
- To undertake risk assessments and implement risk reducing measures. To report to the line manager any deficiencies in the arrangements for minimizing risk.
- To promote awareness of child protection issues referring to area child protection policy and Trust policy. Attend child protection training in accordance with the policy.
- To promote awareness of adult protection issues referring to the Herefordshire Multi-Agency Policy and Procedures for The Protection of Vulnerable Adults from Abuse. Attend adult protection training sessions in accordance with the policies and procedures.
- If a non-medical prescriber they will have successfully completed an accredited non-medical prescribing course and have an annotation signifying their non-medical prescribing status on their professional register entry.

Budget Management Responsibilities

- To actively participate in the effective and efficient use of the ward/departmental budget.

People Management Responsibilities

- To deputise in the absence of the Sister/Charge Nurse.
- To manage own time and that of others, through delegations to ensure high quality patient care.
- To act as preceptor/mentor/clinical supervisor for junior staff and students.
- To contribute to the setting of yearly personal and professional objectives for junior staff reflecting personal development needs in conjunction with the ward/department philosophy.

Research and Audit

- To contribute to the collection of data for research and audit purposes.
- To identify audit topics relevant to the ward/department.
- To critically evaluate research before applying to clinic practice.

Personal Development

- To identify areas for self-development and training within the Performance Planning and Development Review structure.
- To participate in the mentorship, preceptorship/clinical supervision.
- To maintain a professional portfolio and reflective diary for developmental purposes.

Where the post holder is a non-medical prescriber they will ensure that professional knowledge and skills meet the requirement of the post and are in line with current practice and will comply with the WVT Non-Medical Prescribing Policy

Administrative/Clerical Responsibilities

To order and receipt goods in accordance with the Trust's financial framework.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

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.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. 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.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

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, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident



reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

PERSON SPECIFICATION

JOB TITLE : STAFF NURSE

BAND 5

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EXPERIENCE		
Experience within relevant clinical area		✓
SKILLS, KNOWLEDGE AND ABILITIES		
Leadership		✓
Time Management of self & others	✓	
Problem solving	✓	
Ability to influence at management & team level	✓	
Good knowledge of Government initiatives or	✓	
Experience of Change Management		✓
Advocate for the profession	✓	
Ability to communicate effectively both verbally and in writing to a wide range of people	✓	
EDUCATION AND QUALIFICATIONS		
First / Second Registered Nurse	✓	
PERSONAL ATTRIBUTES		
Flexible & Adaptable	✓	
Team Player	✓	
Ability to work well under pressure	✓	
Effective and sensitive handling of difficult information and situations	✓	
OTHER FACTORS		
Able to meet Moving & Handling requirements of job with any aids or adaptations that may be required	✓	
Able to meet travel requirements of job	✓	