

# SHAPE YOUR STORY

## Recruitment Information Pack



Insert Full Job Title here



## Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> <b>WELCOMING</b>	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> <b>ENGAGING</b>	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> <b>COLLABORATIVE</b>	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> <b>ACCOUNTABLE</b>	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> <b>EQUITABLE</b>	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Job Particulars

<b>Job Title</b>	<b>Staff Nurse</b>
<b>Pay Band</b>	<b>Band 5</b>
<b>Location</b>	<b>4C - St Bartholomews Hospital</b>
<b>Reports to</b>	<b>Senior Sister/ Senior Charge Nurse</b>
<b>Responsible to</b>	<b>Matron</b>

## 1. Job Purpose

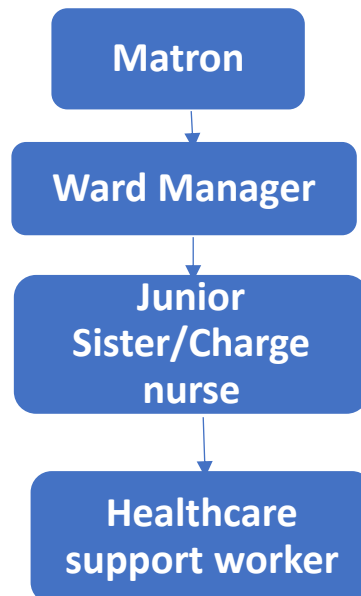
The aim of this post is to provide direct patient care and enhance the well-being of patients by developing specific clinical competencies and enhancing knowledge through a lifelong learning approach.

## 2. Key Working Relationships

<b>Internal</b>	<b>External</b>
<b>Develops effective working relationships with co-workers including but not limited to; Doctors, nurses, health care support workers, physiotherapists, occupational therapists, dieticians</b>	<b>Patients and care givers</b>
	<b>Community GP and health services</b>



### 3. Structure Chart



### 4. Main duties, responsibilities and results areas

#### Communication:

Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.

Skilled in communicating with a range of people on a daily basis, some of who may have communication barriers.

To be responsible for disseminating Trust policies and information as required.

Provides feedback to other workers on their communication at appropriate times.

A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care.





The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.

Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.

**Personal and People Development:**

Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.

Engage in the Preceptorship programme either as a Preceptor or a Preceptee.

Develops an awareness of clinical supervision/action learning.

Improve clinical practice through reflection with self or others.

With the support of sister/charge nurse through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.

Influence the development of knowledge, ideas and work practice.

**Health, Safety and Security:**

The post holder is required to familiarise him/her with and comply with the Trust's policies and procedures.

The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998).

The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment.

When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of hoists.



Take appropriate action to manage an emergency summoning assistance immediately when this is necessary.

Works in ways that minimise risks to health safety and security

### **Service Improvement:**

Participate in the development of the ward/department Philosophy of Nursing and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice.

Develop skills in accordance with the expanded role relevant to the post holder's clinical area (Ward areas to develop specific examples related to speciality).

Develops knowledge, understanding and application of their personal leadership skills  
Co-ordinates the activities of the clinical area when required.

### **Quality:**

The post holder must at all times work in accordance with the NMC Code of Professional Conduct (2002).

Participates in research, audit and quality initiatives, e.g. Essence of Care.

Demonstrates knowledge and skills related to evidence based practice.

Uses and maintains resources efficiently and effectively and encourages others to do so  
Monitors the quality of work on own area and alerts others to quality issues.

### **Equality and Diversity:**

The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy.

Identifies and takes action when own or others' behaviour undermines equality and diversity  
Take account of own behaviour and its effect on others.

Assessment and Care planning to meet health and wellbeing needs:



Assesses, plans, implements and evaluates patient care and makes changes as necessary  
Identifies deteriorating patients and takes appropriate action.

Ensures documentation is accurate and up to date.

Demonstrates an enquiring approach to patient care.

**Provision of care to meet health and wellbeing:**

Safely administers prescribed medication and monitors effects.

Educates patients, relatives and staff as necessary.

Ensures patients' views are taken into account in the decision making process.

Participates in collaborative decision making within the nursing team.

Participates in meeting the health education and promotes the needs of patients and carers.

**Information collection and analysis:**

Demonstrates an understanding of research and development and how this influences nursing practice.

Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system.

Analyse and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring).

Maintain the integrity of information using agreed methods and procedures.

Reports the data/ information clearly in the required format and at the time agreed.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.



The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

## 5. Working conditions

Criteria	Description
<b>Physical</b>	<p>Physical The post holder will be required to use a computer for the inputting of patient details and data. Training in the use of computers will be available.</p> <p>Training in the use equipment for the purpose of patient monitoring will also be provided.</p> <p>The post holder will be required to undertake light to moderate physical activity whilst moving and handling patients with physical limitations or who are attached to medical devices.</p>
<b>Emotional</b>	<p>Clinical duties within the emergency department can be emotionally challenging and distressing. This is dependent on the case load at the time but can be a daily occurrence for several hours duration. The post holder will be required to support patients/relatives during difficult discussions and throughout the clinical decision making process. There may be a need to deal with patients, relatives and other staff who are tearful/angry/upset.</p>
<b>Working Conditions</b>	<p>The working environment can be noisy and challenging at times, this usually occurs in the afternoon and at night particularly. The patient group within the emergency department is diverse and this can place additional daily demands on staff.</p> <p>There will be daily exposure to body fluids blood, vomit, stools, saliva in the course of the daily care of patients.</p> <p>There are occasions when staff are exposed to verbal and threats of physical abuse. This is infrequent.</p>
<b>Mental</b>	<p>The shift pattern is variable throughout the 24 hour period, covering weekends and bank holiday periods. A high level of concentration is required in a fast paced, quickly changing environment to provide a high standard of care to patients. The environment and work load is unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability.</p> <p>There will be frequent interruptions due to the operational nature of the role.</p>

## Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager,





safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

## Person Specification

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Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	RGN/ RN	Intravenous accreditation  Prep for mentorship course or equivalent
<b>Experience</b>	Previous ward experience	Previous experience in cardiothoracic setting
<b>Knowledge</b>	<p>Ability to self reflect, carry out tasks of own job and identify what further learning is required to do current role more effectively.</p> <p>Ability to take an active role in agreed learning activities and keep a record of them.</p> <p>Can demonstrate a knowledge of current and emerging health care issues.</p> <p>Ability to identify deteriorating Patients.</p> <p>Ability to carry out essential and appropriate nursing care and procedures.</p>	<p>Ability to demonstrate enthusiasm towards teaching and sharing knowledge.</p> <p>Understanding of own ability to identify learning needs and interests.</p>



	<p>Can prove basic computer knowledge in Windows and IT systems.</p> <p>Ability to store data/information safely and correctly.</p>	
<b>Skills</b>	<p>Good interpersonal skills.</p> <p>Ability to work as a team member.</p> <p>Demonstrates clear verbal and written communication skills.</p> <p>Positive attitude and ability to work under pressure.</p> <p>Adaptability to changing workload.</p> <p>Willing to broaden knowledge and learn specific competencies.</p> <p>Ability to respond positively to constructive criticism.</p> <p>Ability to prioritise clinical work Effectively.</p>	<p>Ability to manage own workload.</p>
<b>Other</b>	<p>Ability to work as part of a multi disciplinary team.</p> <p>Ability to communicate with patients in an empathetic manner regarding their treatment and procedures.</p> <p>Can demonstrate an enthusiastic, approachable and friendly manner.</p> <p>Clear verbal communication between members of the multidisciplinary team.</p> <p>Clear and concise written Communication.</p>	<p>Ability to communicate effectively at all levels across the ward/department and CAG.</p>



	<p>Ability to treat everyone with whom you come into contact with dignity and respect.</p> <p>Experience of Equal Opportunity policies and procedures.</p> <p>Ability to identify and take action when own or other's undermines equality and diversity.</p> <p>Can show a non-judgemental approach to patient care.</p>	
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## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

