

## Job Description

<b>Job Title:</b>	Staff Nurse
<b>Band:</b>	5
<b>Responsible to:</b>	Ward Manager
<b>Department:</b>	Inpatients Physical Health
<b>Directorate:</b>	Older Peoples and Adults Community

### Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

### Job Purpose

<ol style="list-style-type: none"> <li>1. The Community In-Patients service is based across four hospital locations in Cambridgeshire; Brookfields in Cambridge, Princess of Wales in Ely, North Cambridgeshire Hospital in Wisbech and City Care Centre in Peterborough. These four units provide rehabilitation and complex care and discharge planning or occasionally palliative care for patients.</li> <li>2. As key members of the rehabilitation team, the Registered Nurses provide a high standard or individualised, holistic and evidence-based patient focused nursing using the nursing process. The Registered Nurses also act as a vital link between patients, carers, relatives and therapists to ensure there is a consistent focus on patient outcomes.</li> </ol>
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### Key Responsibilities

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### **Clinical / Service Specific**

1. In partnership with the multidisciplinary team, use evidence based best practice and appropriate clinical knowledge/expertise to assess, plan, implement and evaluate nursing interventions to meet patients' needs.
2. Ensure the delivery of high quality, patient focused care and treatment which promotes the "Essence of Care" and "Standards for Better Health" principles.
3. Ensure Expected Date of Discharge (EDD) is set through negotiation between patient, carer, team and internal/external agencies to achieve a safe and effective discharge which closely meets the patient's needs.
4. Participate in quality initiatives such as Productive Ward Project, Essence of Care Benchmarking.
5. The post holder must adhere to the Trust risk assessment and risk management processes.
6. The post holder must adhere to infection control policies and procedures.
7. As a reflective practitioner, actively promote reflective practice within the team questioning clinical practice, taking appropriate action where gaps in knowledge or experience may compromise the health and safety of others.
8. Take a role as a link nurse.
9. It is a condition of your employment that you are currently registered with the NMC and it is your responsibility to maintain your professional registration.
10. Provide patients and their families /carers with information on standards they should expect from the team.
11. The post holder is required to participate in relevant emergency preparedness process for their team.

### **Research & Service Evaluation**

1. The post holder must participate in clinical and other audits as require.

### **Information Technology**

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.

### **Financial Responsibility**

1. Ensure effective and efficient use of all ward/unit resources.

### **Human Resources**

1. As shift coordinator, ensure delivery of effective patient centred care programmes, through appropriate leadership, supervision of and delegation to the team.
2. Ensure the ward has adequate provision of resources (inc. staffing) needed for the

dependency level of the patients for the next 48 hours.

3. Liaise with management regarding staffing and resource issues
4. Act in a positive professional manner and as a role model to other staff members, ensuring all Trust policies are followed
5. Contribute to the management of staff e.g. management of attendance policy
6. Actively participate in the implementation of any change in practice within the ward/unit
7. Participate in the induction of new staff including effective preceptorship for newly qualified nurses (and nurses new to specialty).
8. To act as a mentor and assessor of competence when appropriately qualified/trained.
9. Actively participate in departmental education programmes and share knowledge and expertise with the rest of the team.
10. Maintaining own professional development and take part in appraisal and KSF process.

### **Training & Development**

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

### **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

### **General**

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust

business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

### **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### **To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

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Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>• RN, Diploma of Education (Adult Nursing) or similar evidence of ongoing updating</li> <li>• Commitment to becoming an NVQ Assessor</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ D32/D33 Award</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with older people</li> <li>• Co-ordination of a team of care staff</li> <li>• Demonstrates professional curiosity</li> </ul>	<ul style="list-style-type: none"> <li>• Work in a Rehabilitation setting</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Good range of practical nursing skills appropriate for the ward</li> <li>• Understanding of multidisciplinary team working</li> <li>• Knowledge of elderly care and the principles of rehabilitation care</li> <li>• Excellent communication skills</li> <li>• Effective time management</li> <li>• Basic Computer Skills</li> <li>• Principles of Planning for Discharge</li> <li>• Able to work under own initiative and direct the work of others</li> <li>• Ability to safeguard and promote the welfare of</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work under the pressure of a changing environment with changing priorities</li> <li>• Ability to plan and implement ward teaching sessions.</li> <li>• Able to demonstrate evidence of clinical updating in relevant areas</li> </ul>

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children and young people/vulnerable adults.

- Can demonstrate an ability to contribute towards a safe environment
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children
- Seeks and uses professional support appropriately
- Aware of the range of emotions in self and others
- Demonstrates empathy for the concerns of others
- Listens to and understands directly and indirectly expressed feelings
- Encourages others to express themselves openly
- Manages strong emotions and responds constructively to the source of problems
- Shows respect for others' feelings, views and circumstances
- In highly stressful situations keeps own feelings in check, takes constructive action and calms others down.
- Has a range of mechanisms for dealing with stress, can recognise when to use them and does so
- Listens to personal comments without becoming defensive
- Can demonstrate flexibility of approach
- Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults
- Ability to work flexibly to meet the needs of the client group
- Able to demonstrate commitment to high quality

	<p>care and service provision</p> <ul style="list-style-type: none"> <li>• Ability to form positive working relationships with other agencies, charities and providers</li> </ul>	
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Demonstrates understanding of safeguarding issues</li> <li>• Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.</li> <li>• Has a good understanding of the Safeguarding agenda</li> <li>• Is up-to-date with legislation and current events</li> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others</li> <li>• Recognises the limits of own authority within the role</li> <li>• Understands the principle of confidentiality</li> <li>• Has a balanced understanding of self and others</li> <li>• Has a realistic knowledge of personal strengths and areas for development</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of NVQ principles</li> </ul>
Physical Requirements		
Other	<ul style="list-style-type: none"> <li>• Ability to travel across the County sometimes at short notice</li> <li>• Satisfactory Criminal Records Disclosure</li> <li>• Flexibility to work over seven days per week, to support the delivery of a 24hr service</li> <li>• Positive approach to older people</li> <li>• Recognise peoples right to privacy and dignity, treating every person with respect</li> <li>• Willingness to embrace</li> </ul>	

	integrated model and new ways of working. <ul style="list-style-type: none"><li>• Willingness to be flexible in approach and attitude</li></ul>	
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The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.