

**CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S
UNIVERSITY HOSPITALS TRUST**

Core Job Description

Post:	Staff Nurse
Grade:	Band 5
Reports to:	Ward Manager/Senior Sister/Charge Nurse
Accountable to:	Ward Manager/Senior Sister/Charge Nurse
Key relationships:	Patients and families – (Adults & Children). Clinical Nurse Leader/Modern Matron, Lead Nurse/Modern Matron, Senior and junior nurses within the department. Education Leads, Consultant and junior medical staff, Support and ancillary staff including nursing students. Community Nursing Services, GP's and Social Services. Clinical Governance team and teams of nursing specialists based in the hospital and outside the hospital setting. All members of the multi disciplinary team to ensure a co-ordinated service is provided.

Summary of Role:

The post holder will work primarily within relevant clinical area AM3/4

The post holder is responsible for ensuring immediate care to the *client group* and will work primarily within *AM3/4*. The post holder will prioritise, assess, plan, evaluate and deliver all relevant aspects of care to an agreed and expected high standard. He/She will work as a key member of the multi-disciplinary team and contribute to the processes that promote patient safety and quality of care in line with clinical governance frameworks.

The post holder will develop in line with the KSF outline for the role the knowledge and skills to enable them to:

- Act as a mentor/preceptor to junior staff, with specific responsibility for pre registration students.
- Take delegated responsibility for the management of the clinical team on a shift basis, taking overall responsibility for effective management of the team and the maintenance of high standards of quality care to the *client group*.
- Gain competence in clinical skills to enable delivery of quality patient care within the service
- Take an active role in contributing to developing nursing practice
- Maintain effective communication internally and externally to the organisation.

Post holders will be expected to participate fully in their personal development and review process in order to achieve the knowledge and skills identified in the KSF outlines for this post, prior to the relevant KSF gateway. Newly qualified post holders will undergo a period of structured preceptorship and are expected to achieve the KSF foundation post outline for this post during the first 12 months.

Key Result Areas:

Clinical:

- Take overall responsibility for the coordination and safe effective management of the ward/clinical area on a shift-by-shift basis as delegated by the Ward Manager/Senior Sister/Charge Nurse. (*KSF Dimensions: 1, 2, 3, 5, HWB2, HWB5, G6*)
- On a shift-by-shift basis, be responsible for the delivery of clinical expertise in all aspects of patient care in the relevant clinical setting. (*KSF Dimensions: 1, 2, 3, 4, 5, HW2, HW5, G6*)
- Collaborate with other health care professionals in the delivery of high standards of effective health care. (*KSF Dimensions: 1, 4, 5, HW5,*)
- Develop knowledge and skills relevant to the clinical setting to enhance patient care. (*KSF Dimensions: 2, 4, 5, HW5*)
- Contribute to the delivery of care, by ensuring individual programmes of care are assessed, planned, implemented and evaluated. (*KSF Dimensions: 1, 5, HW2, HWB5, G6*)
- Demonstrate awareness of legislation regarding client group and families for example Child Protection issues, mental health issues and act appropriately when required. (*KSF Dimensions: 1, 3, 5, HWB1*)
- Practice in accordance with the NMC Code of Professional Conduct and Trust policies in order that a safe and quality service is provided. (*KSF Dimensions: 2, 3, 5, HWB 2, HWB 5*)
- Promote the shared objectives of the multidisciplinary team by working closely together ensure that best practice is achieved by utilising both Clinical Benchmarking and Essence of Care processes. (*KSF Dimensions: 1, 4, 5, HW5*)
- Promote the interface between hospital and community to provide a seamless service for the *client group*. (*KSF Dimensions: 1, 4, 5, HW5*)
- Promote and collaborate in developing good working relationships with departments to ensure the patient journey is effective and efficient. (*KSF Dimensions: 1, 4, 5, HW5*)
- Promote an evidence based culture through pathways and protocols of care utilising an interdisciplinary approach. (*KSF Dimensions: 4, 5, HWB1, HWB2, HWB5*)
- Ensure that patient documentation is accurate and defensible in accordance with Trust and NMC policies, disseminating all relevant changes in the patient's condition to the MDT. (*KSF Dimensions: 5, HWB1, HWB2, HWB 5*)
- Participate in the implementation and delivery of the standards set within the Trust Nursing and Midwifery Strategy. (*KSF Dimensions: 1, 4, 5*)

- Contribute to the development of clinical governance including adverse incident reporting, as per Trust policy. (*KSF Dimensions: 3, 4, 5*)
- Promote health education in the *client group* attending the clinical ward/department. (*KSF Dimensions: 1, 6, HWB1, HWB2*)
- Incorporate CNO '10 key roles' within practise as discussed and agreed with line manager. (*KSF Dimensions: 2, 3, 5, HWB5*)
- Undertake, perform and assess enhanced skills within the clinical area, to improve the patient experience and journey (i.e. venepuncture, cannulation, etc) (*KSF Dimensions: HWB 2, HW5*)
- Be competent in the correct use of all equipment used in the clinical setting in accordance with instructions, department procedures and CNST guidelines, reporting any faults as necessary. (*KSF Dimensions: 3, 5*)

Leadership/Professional:

- Provide visible leadership to the nursing team and encourage all staff to lead by example in their individual roles. (*KSF Dimensions: 1, 5, HW2, HW5, G6*)
- Continuously uphold the core values and beliefs set by the clinical team. (*KSF Dimensions: 4, 5, 6*)
- Act as a professional role model, through commitment to the integration into practice of Trust policies and procedures (e.g. Uniform policy). (*KSF Dimensions: 2, 4, 5, HW2, HWB5, G6*)
- Contribute to formulating policies and strategies within area of practice, as directed by ward manager. (*KSF Dimension: 4, 5*)
- Contribute to the Clinical Governance processes, within the ward/department. (*KSF Dimension: 4, 5*)
- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement. (*KSF Dimensions: 4, 5, 6*)
- Act in a manner to consistently support equality and diversity in all interactions. (*KSF Dimensions: 1, 6*)

Managerial:

- Develop and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust. (*KSF Dimensions: 1*)
- Be actively involved in all aspects of the admission and discharge processes. (*KSF Dimensions: 1, HWB1, HWB2, HWB5*)

- Develop and maintain organisational and managerial skills relevant to the ward/department facilitating a satisfactory interface with the MDT and all ward areas. (*KSF Dimensions: 1, 6, HWB2, HWB5, G6*)
- Be aware of cost implications associated with the service and ensure effective use of all resources including staff, medical and surgical sundries. (*KSF Dimensions: 4, 5*)
- Participate in objective setting and performance management, ensure ongoing staff development and achievement of Trust strategic objectives, as delegated by ward/department manager. (*KSF Dimensions: 2, G6*)
- Act as a support to the ward/department manager and deputise when necessary to ensure continuity of the delivery of a high standard of care. (*KSF Dimensions: 5, 6, G6*)
- Undertake staff development reviews as requested by Ward/department manager (*KSF Dimensions: 2, G6*)
- Attend and contribute to team meetings. (*KSF Dimensions: 1, 4, 5*)

Educational:

- Act as a mentor/preceptor and resource person for all nursing and support staff encouraging a high level of motivation in all involved. (*KSF Dimensions: 2, 4, 6, G6*)
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students (*KSF Dimensions: 2, G6*)
- Ensure that mentorship training is updated annually. (*KSF Dimensions: 2, 5*)
- Contribute to the clinical development of staff, supporting the teaching of practical skills to agreed competency levels for staff as identified in ward/departmental action plans. (*KSF Dimensions: 2, G6*)
- Maintain own continuing professional development in accordance with CPD requirements and contribute to formulation of own objectives and personal development plan. (*KSF Dimensions: 2, HWB5*)
- In conjunction with the ward/department manager and Education and Development Practitioner contribute to the delivery of orientation programmes for new staff and students (*KSF Dimensions: 2, G6*)
- Promote awareness of current developments in the speciality and seek opportunities to further own knowledge, and that of other staff. (*KSF Dimensions: 2, 4*)

- Provide educational and supportive opportunities to pre registration nursing students to ensure placements satisfy all requirements of their learning objectives. (*KSF Dimensions: 2*)
- Develop skills to act in a support / advisor role to all members of staff and carers involved with the *client group*. (*KSF Dimensions: 2, HWB1, G6*)
- Provide an environment that encourages *client centred* involvement where *clients* ask for help, advice and education (*KSF Dimensions: 1, 2, HWB1*)

Research and Audit:

- Demonstrate awareness of research process and resources available. (*KSF Dimensions: 4, 5*)
- Ensure an up-to-date knowledge of current evidence based practice. Support the implementation of research findings where appropriate to ensure quality of service and effective practice. (*KSF Dimensions: 2, 4, 5*)

Departmental Duties:

Ward/department specific duties/roles will be defined by ward/department manager for individuals/team as part of the Development Review process.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

Smoking Control Policy

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will only smoke in designated areas.

Signed (Employee):

Date:

Signed (Manager):

Date:

FINAL

CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S UNIVERSITY HOSPITALS NHS TRUST

PERSON SPECIFICATION
Band 5 Staff Nurse – Newly qualified

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	First level registration - (RN(Adult)/RN(Child)/RSCN)	
EXPERIENCE		Experience of care giving in either acute or community setting.
SKILLS, ABILITIES AND KNOWLEDGE	<p>Good written and verbal communication skills.</p> <p>Ability to organise workload and delegate tasks appropriately.</p> <p>Supports and contributes to team approaches and working.</p> <p>Problem solving – able to analyse and resolve issues on own initiative.</p> <p>Decision making within limitation of role, and demonstrates an awareness of own limits</p> <p>Able to demonstrate partnership working with patients/children and families.</p> <p>Able to demonstrate ability to negotiate and work our problems with patients/children/families and MDT.</p>	
PERSONAL ATTRIBUTES	<p>Motivated to personal and professional development of self</p> <p>Willingness to be flexible and adaptable.</p> <p>Open minded, treats colleagues and the general public with dignity and respect.</p> <p>Capacity to work with colleagues at all levels</p> <p>Exemplary personal standards of conduct and behaviour.</p> <p>Enthusiasm and motivational skills.</p>	

CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S UNIVERSITY HOSPITALS NHS TRUST

PERSON SPECIFICATION
Band 5 Staff Nurse - Experienced

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	First level registration - (RN(Adult)/RN(Child)) Qualified to function as associate mentor for pre registration students.	Mentor/Teaching qualification D32/33 or A1 modules. 1 st Degree or working towards
EXPERIENCE	Minimum of 9 months – 1 years experience within relevant clinical setting. Evidence of professional development Evidence undertaking a mentor/preceptor role Experience in relevant area of practise Evidence of achievement of foundation KSF gateway knowledge and skills	
SKILLS, ABILITIES AND KNOWLEDGE	Excellent written and verbal communication skills. Ability to organise workload and delegate tasks appropriately. Able to work as part of a team Ability to supervise and support junior staff. Proven ability to problem solve. Demonstrates awareness of own limits Good analytical and clinical decision making skills within previous role Proven clinical skills Knowledge of relevant NSF/legislation relevant to clinical area Knowledge of current health policy Knowledge of clinical governance	Evidence of teaching and assessing skills/ability. IT/word processing skills
PERSONAL ATTRIBUTES	Motivated to personal and professional development of self and other junior colleagues. Willingness to be flexible and adaptable. Open minded, treats colleagues and the general public with dignity and respect. Capacity to work with colleagues at all levels Exemplary personal standards of conduct and behaviour. Enthusiasm and inspirational skills.	

AGENDA FOR CHANGE PROJECT

JME EFFORT FORM

Job Title: Band 5 Staff Nurse

Physical Effort

Is the Job Holder expected to perform tasks of a physical nature? (1)

Yes No

How often? Every shift Weekly Monthly Less often

For how long? <20 minutes on each occasion >20 minutes on each occasion

When lifting/moving, are mechanical aids provided?

Yes No

What weight is involved?

< 5 kilos 2 – 15 kilos > 15 kilos

Is the Job Holder expected to sit/stand in a restricted position? (2)

Yes No

How often? Every shift Weekly Monthly Less often

For how long? <20 minutes on each occasion >20 minutes on each occasion

Mental Effort

Is the Job Holder expected to perform duties of an unpredictable nature? (3)

Yes No

If Yes, please give examples on a separate sheet of paper and attach to this form.

1 Lifting, pushing, pulling, bending, kneeling, crawling, walking >1 mile at any one time, restraint of patients, moving patients, heavy manual digging

2 Keyboard input, wearing a telephone headset, driving, sitting at a microscope, standing making sandwiches, serving meals on a conveyor system

3 Where the postholder is required to change from one activity to another at third party request

Emotional Effort

Does the Job Holder deal with distressing or emotional circumstances/information, directly or indirectly?

- √ Directly Indirectly No
How often? √ Every shift Weekly Monthly Less often

Working Conditions

Does the Job Holder work in unpleasant working conditions? (4)

- √ Yes No
How? √ Direct exposure Indirect exposure
How often? √ Every shift Weekly Monthly Less often

FINAL

4 Direct exposure to dirt, dust, smell, noise, inclement weather, extreme temperatures. Indirect exposure to or in the vicinity of body fluids, foul linen, fleas, lice, noxious fumes.

JME Effort form Appendix

Band 5 Staff Nurse

The role of Band 5 staff nurse is unpredictable in nature, the nurse will frequently be required to change from one activity to another at third party request or to respond to patient need. Typical examples of this are:

Answer Telephone enquiries

Attend Ward rounds

Respond to ward incident (Patient Fall, ensure safety of confused patient)

Ward Emergency (Resuscitation)

Check medication with colleagues

Reassure distressed patients and their relatives

Supervise junior members of staff carrying out clinical procedure

Liase with Bed management team