

DIRECTORATE OF OPERATIONS

JOB DESCRIPTION

POST	<i>Staff Nurse - Nursing</i>
PAY BAND	<i>Band 5</i>
RESPONSIBLE TO	<i>Sister/ Charge Nurse</i>
ACCOUNTABLE TO	<i>Head of Nursing</i>
BASE	<i>Diana, Princess of Wales Hospital / Scunthorpe General Hospital</i>

ABOUT US

The Northern Lincolnshire and Goole NHS Foundation Trust is a dynamic and successful organisation with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from 3 main centres, Grimsby, Goole and Scunthorpe as well as community services in North Lincolnshire.

We pride ourselves on being a friendly and caring place to work where we aim to combine our patient first approach with innovative and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – Together we care, we respect, we deliver.

ABOUT THE POST

A registered nurse working as part of a ward/department team, responsible for assessing, planning, implementing and evaluating patient care. You will be responsible for allocating and checking the work of junior staff and health care assistance.

MAIN TASKS REQUIRED OF THE POST HOLDER

- Registered nurse working as part of a ward/department team, responsible for assessing, planning, implementing and evaluating patient care.
- Responsible for allocating and checking work of junior staff and health care assistance.
- Regularly takes charge of the Ward/Department

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

1. **PROFESSIONAL**
 - 1.1 As a registered nurse the postholder is personally accountable for their practice and must adhere to the NMC standards expected of them.
 - 1.2 Be an effective professional role model for staff.

- 1.3 Maintain own professional development through ongoing education and development, ensuring that PREP requirements are met together with all mandatory training.
- 1.4 Adhere to the Trust Policy on Scope of Professional Practice, developing own sphere of practice with guidance from Sister/Charge Nurse.
- 1.5 Adhere to sickness reporting policy.
- 2. **CLINICAL**
- 2.1 Undertake comprehensive and holistic assessment of the patient's nursing care needs.
- 2.2 Use this assessment to develop a plan of care, which is evidence based and planned in partnership with the patient wherever possible.
- 2.3 Implement the planned programme of care, delegating duties appropriately and teaching and co-ordinating other members of the healthcare team.
- 2.4 Evaluate the effectiveness of the nursing care provided and make adjustments to the care plan as necessary.
- 2.5 Advise on the promotion of health and the prevention of illness.
- 2.6 Maintain clinical records in accordance with NMC 'Guidelines on Record Keeping' and Trust policies.
- 2.7 Provide statements as necessary, within required time frames.
- 2.8 Act as an advocate for patients.
- 2.9 Ensure that multi-disciplinary care programs as identified through ward rounds or multi-disciplinary meetings are implemented.
- 2.10 Ensure medicines are stored, supplied and administered in accordance with Trust Medicines Code and NMC Guidelines for the Administration of Medicines and maintain own competence in this respect, reporting any learning needs to Ward Manager.
- 2.11 Perform required clinical procedures (including speciality specific procedures) competently.
- 2.12 Respond to health emergencies and contribute to the resuscitation of patients as needed.
- 2.13 Inform the Ward Manager of any circumstances in which safe care cannot, or has not been provided. In the absence of the Ward Manager act upon these concerns.
- 2.14 Competently use clinical equipment, undertaking relevant training as required.
- 2.15 Use IT Patient Information systems as necessary and in accordance with Trust policies, undertaking training as required.

2.16 Ensure appropriate and timely communication with patients and relatives/carers, advising, instructing and supporting them as needed and making use of support systems as appropriate (e.g. interpreters, chaplaincy).

2.17 Contribute to the development of patient information leaflets.

3. LEADERSHIP/MANAGEMENT

3.1 Undertake the management of the care of a group of patients over a period of time, organising appropriate support services.

3.2 Take charge of the ward/department in the absence of the Ward Manager on a regular basis.

3.3 Act as unit blepholder as required.

3.4 Allocate work to junior members of the ward/departmental team ensuring this is completed to an appropriate standard.

3.5 Ensure patients' property is handled in accordance with Trust policy.

3.6 Order supplies as delegated by Ward Manager.

3.7 Sign bank/agency timesheets when acting as nurse in charge of a shift.

3.8 Deal with any untoward incidents or complaints, in accordance with Trust Policies and Procedures and assist in their investigation and resolution in a timely manner.

3.9 Contribute to the evaluation of clinical practice through audit.

3.10 When acting as nurse in charge ensure staff sickness reporting procedures are followed.

3.11 Attend ward meetings.

3.12 Participate in interviewing as needed.

3.13 Ensure the ward environment is clean and welcoming taking steps to address any concerns and ensuring compliance with:

Health & Safety
Infection Control
Fire Prevention Management
Risk Management
COSHH

3.14 Act as a Link Nurse for a special interest area, as needed.

4. EDUCATION AND PRACTICE DEVELOPMENT

4.1 Participate in appraisal process, taking opportunity to identify and discuss own learning needs with appraiser.

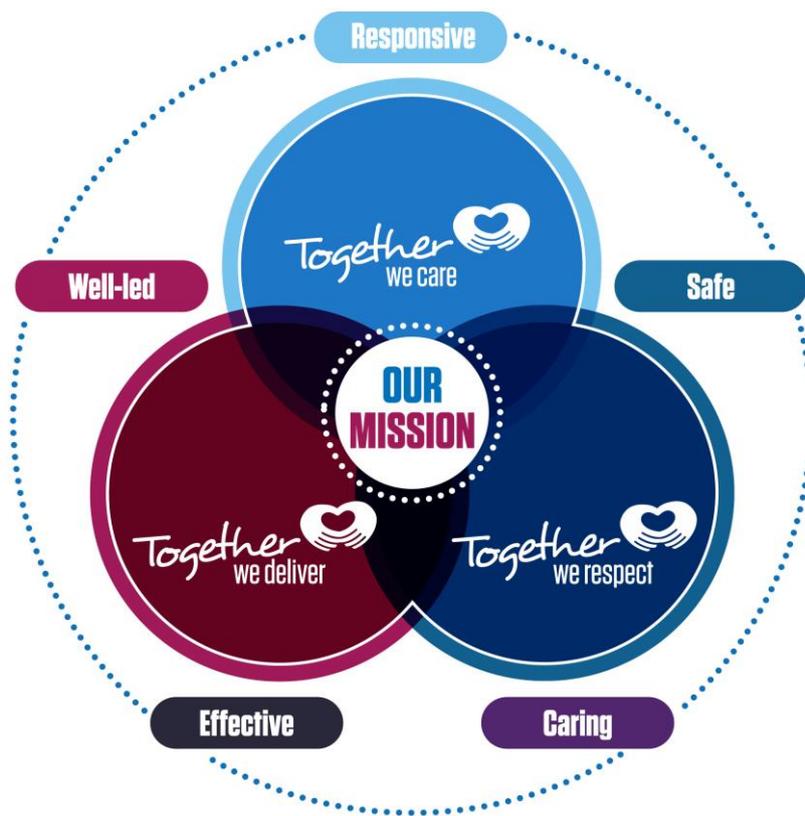
- 4.2 Undertake staff appraisals and agree Personal Development Plans (PDPs) as delegated by Sister/Charge Nurse.
- 4.3 Support the induction of new staff (including bank/agency), taking on the role of preceptor.
- 4.4 Demonstrate and teach nursing procedure to other staff, students (including post registration students) and patients as necessary.
- 4.5 Participate in clinical supervision and act as Clinical Supervisor to nominated staff as required.
- 4.6 Act as mentor to nursing students.
- 4.7 Act as NVQ Assessor.
- 4.8 Assist in developing and implementing innovative clinical and working practices, in consultation with senior nursing and medical staff.

Please note: This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances, following consultation with the post holder.

VISION AND VALUES



Created with the input of staff from all occupations our vision and its values set out a clear statement of who we are and why we are here. Central to our mission is a well-led, caring team who collectively delivers effective, safe patient care. We recognise that without each and every person in our team we could not provide the excellent services that we do. Crucially we recognise that looking towards the future we want to harness workforce innovation and uniqueness to making sure we deliver the responsive and individualised patient services each time, every time.



The Trust Board and each member of staff unanimously endorse our vision and values and pledge to deliver our hospital and community services through our values. In accepting employment with the Trust you enter into an express commitment to abide by the Trust vision and values, the NHS values and constitution. You are required to familiarise yourself with the Trust's vision and values behavioural standards observing and placing our patients at the very forefront of everything you do. You should also be mindful that employment with the NHS also requires you to behave in a manner that does not bring the Trust or your profession into disrepute whilst outside of work.

Complementing the vision and values is the Trust's zero tolerance framework relating to behaviours and non-compliance with your clinical and non-clinical responsibilities. Failure to observe the vision and values behavioural statements, or the zero tolerance framework, may result in disciplinary action, including gross misconduct and termination of employment action being taken against you.

LEADERSHIP RESPONSIBILITIES

As a member of the Trust the Trust Board expect you to deliver your duties in line with our values based behaviours, below. The Staff Charter clearly sets out the behaviours the Trust expects from you and those behaviours that we don't expect. Furthermore as a member of the Trusts leadership team you are expected to provide your staff with a working environment as outlined in the 'Employment Promise' and your endeavours to deliver this promise will be reviewed annually in your appraisal.

Our Values	The Staff Charter		
	Behaviours we expect	Behaviours we don't expect	What you can expect from us 'The Employment Promise'
<p>Together we care</p> <p><i>We care about providing safe, compassionate and attentive services for patients</i></p>	<ul style="list-style-type: none"> ☑ Placing patients' interests first and being overtly attentive to their needs ☑ Displaying compassion, empathy and exemplary professionalism at all times ☑ Maintaining safe clinical practice and upholding infection control standards ☑ Positive behaviours and attitude towards patients and colleagues ☑ Recognising my responsibilities and limitations and working within these, whilst acting appropriately and honestly to rectify any mistakes made ☑ Ensuring the highest levels of cleanliness throughout clinical setting 	<ul style="list-style-type: none"> ☑ Letting your mood affect how you treat patients and your colleagues ☑ Ignoring people, arrogance or self-importance ☑ Shouting (unless required in emergency situations) ☑ Failing to comply with Trust policies, procedures or your professional codes of conduct 	<ul style="list-style-type: none"> ☑ We will endeavour to create a motivating and energetic working environment ☑ You will have a clear role and responsibilities with associated realistic achievable objectives ☑ A workplace that is safe and free from harm ☑ A workplace free of discrimination ☑ Successes are celebrated ☑ We will be honest and fair with you ☑ Assurance that if you 'speak out' your concerns will be heard and taken seriously
<p>Together we respect</p> <p><i>We respect the dignity and individuality of each person in our care, and the professionalism and skills of our team members</i></p>	<ul style="list-style-type: none"> ☑ Welcoming patients as people; communicating in a manner that they will understand ☑ Accepting patient's beliefs and behaving ethically at all times whilst treating colleagues as equals ☑ Respect colleagues' opinions and suggestions and report any incidents of bullying and harassment ☑ Working collaboratively and constructively with others ☑ Always seeking ways to personally develop and willingly sharing knowledge and skills with others ☑ Having a smart professional appearance 	<ul style="list-style-type: none"> ☑ Failing to introduce yourself by name ☑ Withholding information from patients or colleagues ☑ Offensive language ☑ A culture of blaming or criticising your colleagues and other teams 	<ul style="list-style-type: none"> ☑ You will have a visible and approachable leadership team ☑ Timely and accurate updates on Trust developments ☑ Staff health, safety and wellbeing is a consideration in all Trust activities ☑ An open door policy so you have access to the Trust Board and members of the senior management team ☑ To have your innovation, safety and service improvement ideas considered
<p>Together we deliver</p> <p><i>We will deliver forward thinking quality services through listening to, learning from, and empowering those I work with</i></p>	<ul style="list-style-type: none"> ☑ Asking for and acting on patient feedback to continually discover new ways to improve the quality of patient care ☑ Learning from your own and others' service improvement ideas and mistakes ☑ Working with colleagues from outside your immediate team to ensure the best possible outcomes ☑ Patient and staff confidentiality at all times ☑ Having a can-do attitude to quality improvements; how can we can make our services safer and even better ☑ Seeking quality improvements every day and not giving up 	<ul style="list-style-type: none"> ☑ Aversion to changes in how we do things ☑ Wilfully failing to maintain mandatory training compliance ☑ Wilfully failing to participate in the annual appraisal process ☑ Dismissing others' ideas for safety and quality improvements 	<ul style="list-style-type: none"> ☑ We will stimulate a 'team' environment where all staff have a voice, are respected and feel their role contributes to the delivery of patient care ☑ We will seek and listen to your opinions ☑ We invest appropriately in your career and you will receive objective feedback on your performance ☑ We will strive to provide job satisfaction through job enrichment ☑ You will have access to contemporary staff benefits ☑ We will provide the resources and training needed to undertake your role

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager or your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.