

AIREDALE NHS FOUNDATION TRUST
JOB DESCRIPTION

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| JOB TITLE: | Staff Nurse |
| LOCATION: | Airedale NHS Foundation Trust Emergency Department |
| GRADE: | Band 5 |
| REPORTS TO: | Shift Leader , Sister/Charge Nurse |
| RESPONSIBLE TO: | Team Leader Emergency Department |

OVERALL RESPONSIBILITY:

- 1 The post holder is responsible for the assessment of care needs.
- 2 The development of programmes of care.
- 3 The implementation, evaluation and updating of care programmes.
- 4 The post holder is expected to carry out all relevant forms of care without direct supervision and maybe required to demonstrate procedures and to supervise qualified and unqualified staff.

MAIN DUTIES AND RESPONSIBILITIES:

Professional:

- 1 Be accountable for personal nursing practice.
- 2 Maintain a high standard of patient care.
- 3 Be aware of current development and research in clinical practice.
- 4 participate and assist in research at ward level.
- 5 Undertake study to meet the requirements of PREPP.
- 6 Act as a role model for junior staff.
- 7 Practice the “ED Nurse Skill Set (Band 5)”, as detailed on page
- 8 Undertake training as required to develop competence in the ES staff nurse skill set and in respect of the scope of professional practice.
- 9 Maintain custody of controlled drugs, checking and administering, checking and maintaining ward stock.
- 10 Assist medical staff in ascertaining medical treatment and report patients condition to medical staff and receive instructions.
- 11 Carry out nursing procedures and acts at all times in a professional manner.
- 12 Contribute to teaching and assessing of learners within the requirements of the N.M.C.

Administrative:

- 1 Enter all relevant details from ED card onto ED computer system to ensure accurate monitoring of Standards.
- 2 Assist in requesting of repairs of estate and equipment.
- 3 Advise patients on the care of their property.
- 4 Communication and co-operation with other nursing units and departments as required.

Personal:

- 1 Ensure self participation in the staff development review system enabling a Development of knowledge and skills across Critical Care Services including rotation to other areas.
- 2 Assist in staff induction programme for new recruits.
- 3 Exercise leadership by personal example.
- 4 Ensure knowledge of Health & Safety at work rules and regulations.
- 5 Maintain working knowledge of emergency procedures.
- 6 Be aware of discipline and grievance procedures.

GENERAL DUTIES:

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites www.nhsemployers.org or www.dh.gov.uk/nhsconstitution)

Professional Registration / Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children and Adults

Understand and work within policies and local procedures relating to Safeguarding Children and Protecting Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that

of other person who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
Any matter which reasonably could be considered to represent a shortcoming in the Trusts' health and safety protection arrangements.

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Equal Opportunities

Carry out your duties line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post-holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post-holder and the other party's responsibility.

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Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

Any other duties necessary for the successful performance of the role

To have the flexibility to cover hours which will allow for the department to provide a twenty four hours a day, seven days a week service.

To provide support and assistance within any other area of Airedale NHSF Trust as seen fit by senior management , this may include rotation within the urgent care areas.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the staff development review process.

**AIREDALE NHS FOUNDATION TRUST
RECRUITMENT PROCEDURE**

PERSON SPECIFICATION

Criteria should be those which can be measured against details supplied on the application form / CV
Evidence should not be inferred.

| JOB TITLE: Staff Nurse GRADE: BAND 5 | CONTRACT TYPE: PERM | | |
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| SHORTLIST CRITERIA: (relevant to the job description) eg: Knowledge/skills/qualifications/ experience/personal attributes/contraindications | ESSENTIAL: (elements necessary for the safe + effective performance of the job) | DESIREABLE (elements which would contribute to immediate or improve performance of the job) | HOW IDENTIFIED: (application form, interview, typing/written exercise, presentation) |
| Qualifications | Registered with NMC | Significant post registration experience Previous ED experience Diploma / Degree in nursing Children's nursing | Application |
| Values and Behaviours | Able to deliver programs of care Put the patient first by being happy, helpful, caring, respectful and patient Always taking opportunities to improve, encouraging excellence Work as one team – communicate, collaborate and share Respect each other by being polite, pleasant and listening | | Interview |
| Commitment to working in A&E | Able to work flexibly and rostered shifts e.g. Days, Nights, twilight shifts, Weekends and Bank Holidays. | Previous experience in shift work, and evidence of willingness to work flexibly | Interview / application |
| Knowledge | Knowledge of current clinical and professional issues. Having an awareness of Clinical Governance | Knowledge and experience of Clinical Governance | Professional Portfolio and Interview Application form & Interview |
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| Skills | <p>Good verbal, written communication skills and interpersonal skills.</p> <p>Computer literate</p> <p>Evidence of professional development</p> <p>ED Nurse Skill Set (Band 5) (see below for full skill set required)</p> | <p>Experience of using databases</p> <p>ILS / PILS / APES / AIMS /</p> <p>ED Skill Set</p> | <p>Application form & Interview</p> <p>Application form</p> <p>Application form & Interview</p> |
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The Emergency Nurse Skill Set (Band 5)

This Emergency Nurse Skill Set (Band 5) is written in conjunction with the “Educational Development Plan for ED Nursing Staff” and the “Emergency Care Association National Curriculum and Competency Framework (Level 1 and Level 2)” which is a guide to the development of a career pathway for the nurse working in ED. It is not necessary to have these skills to apply for a post in ED but these skills are the core skills which we expect the ED Staff Nurse to acquire and use in the course of their daily duties.

Newly qualified nurses will aim to achieve competency at Level 1 of the Emergency Care Association National Curriculum and Competency Framework within 1-2 years. Experienced qualified nurses new to Emergency Nursing will aim to achieve competency at Level 1 of the Emergency Care Association National Curriculum and Competency Framework within 1 year.

Training will be provided at staged intervals for all these skills, the timing of which will be planned between yourself, your band 7 team leader and the Clinical Educator. Specific skills are as follows:

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| Peripheral Cannulation |
| Peripheral venepuncture |
| Catheterisation |
| 12-Lead ECG Recording |
| Peripheral IV Therapy |
| IV Morphine administration |
| Manchester Triage |
| Patient Group Directions for Triage |
| X-ray referral from Triage |
| Plaster & splint application |
| Suturing and stapling of minor wounds |
| Trauma and Resuscitation Team Skills (TaRTS) |
| Airedale Paediatric Emergency Skills (APES) |
| Immediate Life Support (ILS) within 1 year of starting and every year as a resus update thereafter |

After achieving Level 1 competency registered nurses will work towards achieving level 2 competency of the Emergency Care Association National Curriculum and Competency Framework.