

## Job description

<b>Position</b>	Staff Nurse
<b>Salary/Band</b>	AfC 5
<b>Location</b>	Medicine and Urgent Care Division
<b>Hours</b>	37.5 hours per week
<b>Responsible to</b>	Ward Manager

### Job summary

The postholder will have the responsibility for the assessment of patient care needs and the development and/or the implementation and evaluation of programmes of patient care. Carry out pathways of care under supervision and, when proficient, demonstrate procedures of care; supervise junior and/or unqualified staff including student nurses and health care support workers. As part of managerial and clinical development, under supervision, take charge of the team/ward whilst undertaking a variable shift pattern as directed by the ward manager to satisfy the needs of the service. Maintain clinical study and undertake further personal and professional development in line with Trust policies.

### Duties and responsibilities:

#### CLINICAL DUTIES

- Assess patient care needs and the development and implementation of programmes of patient care and participate in the evaluation of these.
- Carry out all relevant forms of care to designated patients and be able to supervise learner nurses and Health Care Support Workers.
- Care and control of medication and controlled drugs used for patient care, being aware of the systems used for safe administration, the ordering and maintenance of stock.
- Ensure work with the Trust/unit and ward policies in order to maintain professional, clinical and patient safety.
- Acquire the knowledge and expertise to take appropriate action in emergency situations and for personally attending the mandatory/compulsory update sessions.

- Have the in-depth knowledge with practical experience of good hand hygiene and environmental cleaning in conjunction with North Middlesex University Hospital trust policies and procedures
- Be aware of the principles of infection control and the prevention of cross infection in relation to patient care and the clinical environment.
- Be able to communicate basic care information and answer queries to patients, their relatives/carers and the multidisciplinary team members.
- To undertake intravenous drug therapy administration following a training programme which will assess the competencies and practical levels required to achieve safe working within Trust policies and procedures.

### **Education, Research and Development**

- Participate in clinical training including teaching and supervision of new staff, unqualified staff, and student nurses in the ward environment.
- Undertake a minimum of once yearly KSF appraisal with the ward manager for development planning
- Advise patients and relatives/visitors to the ward with regard to control of infection
- Advise on the promotion of health and prevention of illness.

### **Management Responsibilities**

- To manage the maintenance of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment
- To report incidents using the Trust electronic incident reporting system
- Management of patients with regard to their nursing/clinical needs as directed by the nurse in charge
- Report to and request advice from the nurse in charge of the ward in regard to patient care when appropriate
- Ensure that communication is used effectively, both written and verbal, in the interest of patient care and with the multidisciplinary team
- To contribute to the discharge planning of patients informing the discharge team of issues and patient/relative requirements/requests
- Ensure that the ward patient environment will be well maintained, clean and safe. Report hazards to the nurse in charge acting to prevent further danger to staff and patients
- To be aware of the Trusts Corporate Governance Strategy and how the system directs the Trust with regard to meeting the necessary standards of accountability, financial control, patient and public involvement and the delivery of clinical outcomes
- To be courteous & helpful to patients, families/carers, colleagues and all users to the trust
- Have basic computer skills & be able to access patient details and reports via trusts IT system

## Professional Responsibilities

- Maintain professional portfolio
- Maintain clinical study to fulfil professional registration
- To be aware the requirements of professional practice & the maintenance of NMC requirements regarding registration
- Recognise how nursing research may inform clinical practice

## CARE AND COMPASSION

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel.

Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

**This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties may change to meet the needs of the service or because of the introduction of new practices or technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.**

## Our values and expected behaviors

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>• We are compassionate and take time out to check on colleagues and patients</li> <li>• We are understanding and recognise each other as individuals</li> <li>• We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>• Showing empathy</li> <li>• Being curious</li> <li>• Showing humility</li> <li>• Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>• We respect and understand each other's differences and backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Being consistent</li> <li>• Listening to others</li> </ul>

<ul style="list-style-type: none"> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> </ul> <p>We are always looking for opportunities to develop all our staff and our services</p>	<ul style="list-style-type: none"> <li>Supporting each other</li> </ul>
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### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

## Care and compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

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## Trust standards

### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

## **Data Protection and Caldicott**

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

## **Customer Care**

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

## **Infection Control**

All 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, 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 application of practice measures known to be effective in reducing HCAI.

## **Smoking Policy**

The Trust provides a smoke free work environment.

## **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## **Clinical Governance**

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

## **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

## **Safeguarding Vulnerable People**

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on

developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

### **Code of Conduct**

Staff are required to comply with the Trust's Staff Code of Conduct, a copy of which is available on the Trust's website. This policy is for all staff working at the North Middlesex University Hospital NHS Trust. Our Code of Conduct is based on the NHS Values as set out in the NHS Constitution and exists to help ensure that both patients and staff have the best experience possible from their time at North Middlesex University Hospital NHS Trust.

## **Additional information**

### **Location**

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### **Benefits**

Childcare voucher through Kids Unlimited, Cycle to Work Scheme, car leasing, season ticket loans, subsidised restaurant facilities, and much much more.

### **Road Access and Public Transport**

Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

## Person Specification

Criteria	Requirements	Essential / Desirable
Education and Professional Qualifications	<ul style="list-style-type: none"> <li>• RN</li> <li>• Working towards a degree</li> <li>• Mentorship/Teaching/assessing course</li> <li>• Relevant professional development / academic qualification for practice area</li> </ul>	E D D E
Experience	<ul style="list-style-type: none"> <li>• Experience as a Staff Nurse</li> <li>• Experience of working within a team</li> </ul>	E
Communication	<ul style="list-style-type: none"> <li>• Ability to work as part of a multi disciplinary team</li> <li>• Ability to communicate effectively to a range of people and understand the importance of the highest standards of customer care</li> <li>• The ability to communicate with patients on a range of matters</li> <li>• Ability to communicate effectively, both written and oral</li> </ul>	E  E  E E
Aptitudes, Personal Characteristics	<ul style="list-style-type: none"> <li>• Maintain professional image / attitude at all times</li> <li>• Patient centred in all aspects, acts as an advocate for patient</li> <li>• Flexible, Adaptable and Reliable</li> <li>• Non-judgemental attitude</li> <li>• Ability to accept criticism constructively/aware of limitations</li> <li>• Ability to cope with high pressures and stressful environments within area of speciality</li> <li>• Demonstrate Trust Values</li> </ul>	E  E  E E E E E
Other Requirements	<ul style="list-style-type: none"> <li>• Can prove a basic computer literacy in Windows and IT systems</li> </ul>	E