



# Job Description and Person Specification

## Job Description

Job Title	Staff Nurse
Band	5
Hours	25.5
Department	Orthopaedic/Rheumatology OPD
Division	Surgery
Location / Hospital Site	All Trust Sites
Responsible to	HCA's, Student Nurses, Apprentices
Accountable to	Nurse Manager, Matron, Directorate Lead Nurse
DBS Level	Enhanced
DBS Barring	Adult
DBS Workforce	Adult

## Role Summary

To be an active team member.

To assist and support in the running of Orthopaedic Clinics.

To assist and support in the running of Rheumatology Clinics.

To plan care and run nurse led wound clinics.

Assist the clinicians and adhere to trust policies.

Be responsible in delivering patient-centred nursing care in an outpatient specialised setting, aiming to achieve the highest possible standards of care delivery, in accordance with the Trust's Strategy for Nursing and Midwifery.

Deputise in the absence of more senior nursing staff.

Promote best clinical and professional practice.

Ensure efficient use of resources.

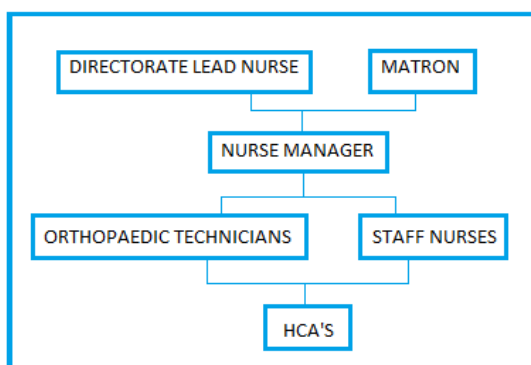
Assist in the promotion of conducive learning environment for all staff and students.

## Key Working Relationships

**Internal:** Directorate Lead Nurse, Directorate Manager, Deputy Directorate Manager, Matron, Nurse Manager, Orthopaedic and Rheumatology Consultants, Staff Grades, Junior Doctors, Staff Nurses, HCA's and other AHP's.

**External:** Patients and relatives.

## Structure Chart



## **Main Duties and Responsibilities**

Act as patient /carer advocate at all times.

To work unsupervised, providing nursing care to patients attending the department, referring to other health care professionals, as necessary.

To prioritise care and delegate workload activities appropriately.

To effectively and professionally deal with emergency situations.

The post is for cross site working at SOTC or RSCH; therefore, the post holder must be prepared to work on any site.

To ensure safe practice regarding moving and handling, sharps, and infection control etc.

Identify and report clinical and non-clinical incidents, taking appropriate action, as necessary. Raising Datix when required.

To ensure that confidentiality of patient information is maintained, and that written documentation is complete and up to date.

Professionally responsible to ensure the post holder's practice adheres to all clinic, trust and national policies and procedures that are determined by others.

To have appropriate clinical and professional insight to acknowledge own clinical boundaries and limitations and to work within the Nursing and Midwifery Council [NMC] codes of practice.

To ensure, at all times, responsible and safe use of clinic / trust equipment and resources but the post holder will not have any direct budgetary responsibility.

Required to have a personal duty of care for handling patient's valuables.

Required to use own initiative, take responsibility for decision-making, and prioritise own workload within a team context.

Required to bring to the attention of appropriate managers/supervisors where workloads/pressures become such that an appropriate level of safe and effective patient care cannot be maintained before the situation becomes untenable.

Able to provide advice, demonstrate own activities or workplace routines to visitors to the department such as student nurses.

To ensure that all nurse-led practice falls within NMC Guidelines and within approved University Hospital Sussex (UHS) NHS Foundation Trust Guidelines in line with vicarious liability.

Able to exercise initiative when dealing with issues within own area of competence.

## **Communication**

The post holder is able to communicate effectively and sensitively with patients, carers and colleagues. The post holder will be expected to support patients having received distressing news.

Be able to communicate effectively with and advocate effectively for patients and other service users who may have barriers to communication.

Where possible develop and share knowledge with the team as a Link Nurse for example wound care, infection control. To be able to communicate up to date information or changes in evidence base for practice to the rest of the nursing team.

Effectively liaise with colleagues, the multi-disciplinary team and other UHSussex departments and primary care services communicating information sensitively to ensure that the patients' pathway is met.

To deal with and manage any conflict to resolution within the department and escalate where appropriate.



### **Service Delivery and Improvement**

To have knowledge of and adhere to department and Trust policy and professional standards.

To undertake any other duties at the request of the line manager commensurate with the role, including absence cover and cross site working on occasion.

### **People Management and Development**

The post holder will be expected to organise and maintain the running of clinics in both specialities and be able to delegate appropriately to junior staff.

They may be required to check patient notes in advance, ensure that all information including results is present and escalate any issues as early as possible. Effectively liaises with ward staff, clinical operations department, site management team, discharge lounge and other departments to allow timely management of patients throughout whenever required.

Ensure their own health, safety, and welfare and those around them, taking action where necessary and report any issues of concern to the nurse manager.

To participate in risk assessment, COSHH and other health and safety issues, including decontamination, to ensure safe practise.

To adhere to the UHSussex Uniform Policy and Dress Code Policy.

To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.

The nurse takes personal responsibility for ensuring continuous maintenance of professional registration to the Nursing and Midwifery Council (NMC) and informs the nurse manager or matron if this is compromised.

Demonstrates a professional approach to work and adheres with the NMC Code of Conduct at all times.

To ensure that practice is evidence based and in line with local policies and procedures.

The post holder is required to demonstrate on-going continuous professional development.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss this with their Manager/Supervisor/Consultant.

The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **Patient Care Delivery**

To promote and provide a safe clinical environment for patients, visitors, and staff.

Assess, plan, and implement patient care in consultation with the multidisciplinary team, and supervise in the care given by junior members of the team.

Maintain accurate written / electronic records for any nursing care given to the patient ensuring that all the key elements are recorded.

To act as a direct point of contact during the appointment. This includes providing accurate advice and guidance to service users' questions.

Undertake nurse led activity such as the wound clinics.

Give skilled care to patients and provide support to their careers. Be effective in giving health promotion advice.

Administer drugs and treatments as prescribed according to the NMC guidelines and the Trust's Guidelines for the Safe and Secure Handling of Medicines.



Act in emergency situations being able to make clinical decisions under pressure.  
Ensure adequate stock levels / pharmacy levels are maintained within the department.  
Effectively process the patient's pathways through the department, including admission if required.  
Be able to access all required hospital IT systems such as Careflow and Transport booking, PANDA/Bamboo.  
IT skills sufficient to enable creation and sharing of documents including competencies and patient information.  
Gives skilled care to patients and provides support to their careers.  
Supports the smooth flow of patient through the clinic and identifies and implements changes in agreement with both the clinical and non-clinical managers of the services.  
Works closely with all members of the care team to ensure the needs of the patient and their careers are met.  
To maintain respect, confidentiality, privacy, and dignity surrounding the patient's treatment at all times. And to behave with kindness and courtesy to members of the public  
Ensure that documentation is complete and up to date, in line with NMC and Trust guidelines.

### **Learning and Development**

Attend mandatory training updates as required.  
Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.  
Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.  
Identify own learning needs and jointly plan training requirements with your line manager  
Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.  
This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.  
The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

### **Mission and values**

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘Excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism



- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

### **Patient First**

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

### **Safeguarding Children and vulnerable adults**

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

### **Equality, Diversity, and Inclusion**

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective.



All staff have a duty to report any behaviours which contravene this to their managers.

### Workplace and Environmental Factors

<b>Physical</b>	Physically fit to undertake the duties of the role. Able to remain standing and walking throughout department for extended periods of time, up to 4 hours. Ability to work in clinical environments with limited space for up to 4 hours. Able to operate relevant equipment.
<b>Emotional</b>	Able to cope with distressing situations and challenging behaviours from both patients and staff on a daily basis. Able to respond to emergencies in an effective way.
<b>Mental</b>	Able to work under pressure. Adaptable and able to manage conflicting priorities. Able to concentrate and maintain high degree of accuracy. Able to give support to other staff.
<b>Working Conditions</b>	Exposure to bodily fluids such as blood during minor procedures, including during wound dressing changes.

### Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Professional Registration</b>	Nursing and Midwifery Council	<b>AF</b>		
<b>Experience/Qualifications</b>	Registered Nurse	<b>AF</b>	Experience of Wound Care Management Mentorship or equivalent	<b>AF, I</b> <b>AF, I</b>
<b>Skills</b>	Demonstratable communication skills to support patients and their careers and convey sensitive information, overcoming barriers to communication. Evidence of good written and verbal interpersonal skills. Experience in working effectively within	<b>I</b>  <b>AF, I</b>  <b>AF, I</b>		

	multidisciplinary teams. Evidence of having undertaken own development to improve understanding of equalities issues			
<b>People Management and Development</b>	Evidence of CPD.	<b>I</b>	Experience of clinical supervision and reflective practice. Able to delegate effectively.	<b>AF, I</b>  <b>I</b>
<b>Specific Requirements</b>	Able to use word processing, spreadsheets, and other software for clinical and non-clinical activity. Effectively use clinic software to record patient activity.	<b>AF</b>  <b>I</b>		
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).			
<b>Freedom to Act</b>	The post holder will work without direct supervision. Work within codes of practice and according to professional standards and guidelines.	<b>AF, I</b>		

