

Job Description

Job Information	
Job Title:	Staff Nurse
Directorate/Service:	Medicine and Emergency
AfC Band:	Band 5
Responsible to:	Sister/Charge Nurse
Accountable to:	Departmental/Ward Manager
Base Location:	
Job Code:	JM552

Job Summary
<ol style="list-style-type: none"> 1. Assess, plan develop and implement programmes of care to patients, providing advice in a variety of settings. 2. Carry out nursing procedures in line with current NMC standards of proficiency. 3. Ensure the health, wellbeing and independence of patients and service users across healthcare settings, maintaining associated records, ensuring all patients always receive safe and effective care. 4. Supervision of junior staff and all learners. 5. Always understand and demonstrate the Trust values.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> • Provides and receives complex information, communicating sensitively and confidentially information relating to patients/clients (for example, care plan discussions with patients). • Communicates in a compassionate and empathetic manner, using persuasion and Reassurance. • Ability to recognise barriers to communication, and ability to modify communication style as and when required. • Ability to effectively communicate whilst providing training to students. • Demonstrate effective communications skills with the wider MDT team. • Maintain appropriate levels of training for clinical skills as needed within scope of practice. • To maintain safe custody of drugs, ensuring that checking, witnessing and administration procedures are compatible with statutory and trust requirements. • In the absence of Sister/Charge Nurse effectively respond to complaints/concerns and escalate as required. • To ensure clinical incident/near misses are managed and reported and escalated in a timely manner. • To be part of the multidisciplinary team decision making, acting when required as the patients advocate in order to support the patient's pathway. • Work within the organisational policy, standard operating procedures and guidelines. • To undertake risk assessments and implement risk reducing measures. To report and escalate to the Line Manager any deficiencies in the arrangements for minimizing risk.

- Ensure that privacy, dignity and safety of individuals is maintained at all times.
- To actively participate in the effective and efficient use of the ward/departmental resources and equipment, including stock management and care and maintenance of equipment.
- Handles patient's valuables, ensuring safe storage and transportation.
- Sign off agency timesheets in order to verify and record the hours worked.
- Liaise with the Roster Coordinator to ensure your personal roster is balanced within the roster period.

TEACHING & TRAINING RESPONSIBILITIES

- To deputise in the absence of the Sister / Charge Nurse.
- To manage own time and that of others, through delegations to ensure high quality service delivery.
- To act as assessor/supervisor for junior staff and students.
- To participate in the setting of yearly personal and professional objectives for self.
- Support the department's appraisal process for junior staff, by providing feedback.
- To be flexible in the delivery of safe staffing across the Trust and participate in redeployment requirements within scope of practice

RESEARCH & AUDIT

- To contribute to the collection of data for research and audit purposes.
- To identify audit topics relevant to the ward/department.
- To critically evaluate research before applying to clinic practice in order to enhance patient care.
- To identify areas for self-development, areas of interest and training requirements within individual personal performance planning and development review.
- To maintain a professional portfolio and reflective diary for developmental purposes and revalidation.
- Support the rest of the team by recognising own and promoting self-help and wellbeing.
- Develop a culture of learning and innovation, developing high quality learning environments.
- Adopt a reflective approach to own practice with a view to continually improve.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.

- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.