

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Staff Nurse</b>
<b>Division/Department:</b>	<b>Ealing Surgical Unit (Ward 7 North)</b>
<b>Responsible to:</b>	<b>Clinical Ward Manager –</b>
<b>Band:</b>	<b>5</b>
<b>Hours:</b>	<b>37.5 hours</b>
<b>Location:</b>	<b>Ealing Hospital Site</b> In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

### Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

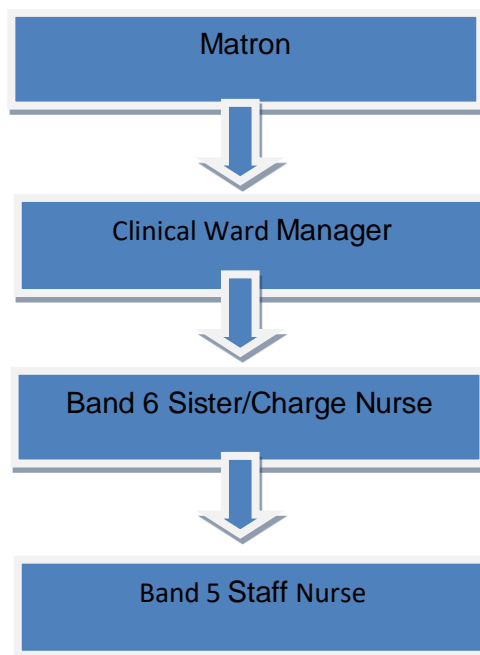
- **Honesty:** open and honest in everything we do
- **Equity:** We are kind and caring, we act with fairness, and we are understanding
- **Accountability:** We will provide excellent care and ensure the safety and wellbeing of all patients
- **Respect:** we treat everybody the way we would like to be treated
- **Teamwork:** we work together to make improvements, delivering consistent, high quality, safe care.

### Job Summary

- To work according to the NMC – The Code and other professional guidelines
- To be accountable for co-ordinating safe patient care and ensuring efficiency of the patient flow pathway.
- Providing a high standard of patient care.
- To be an advocate for patients
- To participate as part of a multidisciplinary team to provide high quality, cost effective care to patients requiring specialised care pre and post operatively



## Structure



## Key Responsibilities

### Communication

- Record observations accurately in accordance with the patients' condition. Interpret and inform the nurse in charge of changing data and respond as directed
- Participate in the promotion and maintenance of effective communication with the patient and their carer(s)
- Complete patient documentation correctly, appropriately and in a timely manner
- Develop communication skills in order to convey complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events. This includes expanded role responsibilities, following appropriate training
- Maintain patient confidentiality
- Maintain professional boundaries and working relationships with patients and colleagues
- Use electronic systems e.g.CERNER and develop other computer literacy skills.

### Personal and People Development

- Under supervision gain experience and skills in clinical practice, facilitation, teaching and management (as appropriate)
- Educate patients and their carers as required where a need has been identified
- Participate in annual staff appraisal, staff development and in-service training activities to ensure personal development.
- Attend Trust/local orientation programme, mandatory training sessions and annual updates.
- Be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with CPD requirements and maintain a professional profile.
- Help maintain a suitable learning environment for staff and act as a facilitator in the supervision and teaching of nursing students and others to develop their competence

- Develop own teaching skills and participate in staff/student education programmes that develop competence and performance
- Assist in the training and development of Health Care assistants and complete assessors training as required
- Act as a preceptor/facilitator/mentor for junior staff nurses

### **Health, Safety and Security**

- Develop an awareness of personal responsibility with regard to maintenance of a clean environment that is conducive to safe, therapeutic and ethical practice
- Be accountable for and ensure own competence in practice, e.g. use of specialised equipment
- Be aware of own personal/professional limitations and seek help of others to maintain safe practice.
- Assist in promoting nursing practice and care delivery in line with relevant research and evidence base and with reference to Trust policies and guidelines
- Identify potential risks for all staff, patients and visitors and adhere to relevant incident reporting procedures.
- Take the appropriate action to address any issues or risks.
- Assist with the safe custody and administration of drugs in accordance with local and Trust policy and legal requirements
- Handle and dispose of all body fluids in accordance with universal precautions
- Always to use equipment safely within manufacturer guidelines with due regard to any personal limitations.

### **Service Improvement**

- Assist in the development, implementation and monitoring of nursing practice standards, guidelines, policies and care pathways
- Contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards
- Assess, plan, implement and evaluate care for patients and make changes as necessary
- Produce care plans that are appropriate to the patient's needs, monitor and update them
- Deliver care based on current evidence, best practice and validated research when available
- Contribute to research and development programmes within the ward/department
- Work with the Practice Education Team in developing and implementing best practice

### **Quality**

- Ensure a welcoming, caring and safe environment is provided for the patient and their family/visitors/carers
- Promote a happy and supportive environment
- Maintain own awareness of the national, professional and local quality issues relevant to the delivery of nursing services
- Uphold quality initiatives that improve 'customer care' and enhance the interface between staff, patients and visitors and other wards and departments within the trust
- Be aware of the role of the nurse in handling complaints in accordance with Northwest London University Healthcare NHS policies.
- Participate in audit process for monitoring and reviewing nursing quality
- Assist in raising the profile of the "Nursing and Midwifery Quality Measures" Benchmarking process and implementing the action plans

### **Equality and Diversity**

- Carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy
- Recognise the importance of people's rights and act in accordance with legislation, policies and procedures.
- Act in ways that acknowledge and recognise peoples' expressed beliefs, preferences and choices; respecting diversity and valuing people as individuals
- Take account of own behaviour and its effect on others.
- Respect people's dignity, wishes and beliefs; involve them in shared decision-making and obtain their consent before undertaking nursing procedures.

### **Clinical**

- Act as a Named Nurse (with facilitation) and maintain accountability for assessing, planning, implementing and evaluating programmes of care
- Act as an advocate for the patient, providing information and directing them to the relevant support services where appropriate
- Promote a patient focused multidisciplinary approach to care in collaboration with carers, health care professionals and other agencies
- Ensure that treatments prescribed by the medical staff are carried out, and that multidisciplinary team members are informed of changes in the patient's condition
- To participate in the assessment of care needs for individuals and groups of patients and the development, implementation, delivery and evaluation of programmes of care to address those needs.
- To provide skilled care to meet the identified needs of patients and their relatives.
- To implement appropriate clinical practices based upon evidence acquired through clinical update and in line with accepted the policies of the hospital.
- To help control cross infection by adhering to and enforcing Trust and departmental policies and protocols.

### **Leadership**

- Take charge of the team in the absence of team leader and co-ordinate the multidisciplinary team
- Supervise and support team members and ensure that all patients receive appropriate care
- Develop skills in efficient and effective resource management, e.g. staffing, equipment and materials
- Assist in the assessment and monitoring of staffing requirements and report problems to the appropriate team leader
- Report when the availability of supplies falls below an acceptable standard or level.

### **Additional Responsibilities**

#### **Information Governance**

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

### **Information Security**

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

### **Health and Safety at Work Act (1974)**

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

### **Equal Opportunities and Equalities Legislation**

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

### **Patient and Public Involvement**

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

### **Risk Management**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

### **Corporate / Clinical Governance**

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

### **Infection Control and Hospital Acquired Infection**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be

implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **Staff Commitment to Patient Care**

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

### **Health Records**

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management; NHS Code of Practice- 2006*

### **NHS Constitution and Code of Conduct for Managers**

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**