



JOB DESCRIPTION

Job Title:	Staff Nurse
Division/Department:	Emergency Department
Responsible to:	Senior Clinical Sister
Accountable to:	ED Matron
Band:	Band 5
Hours:	37.5
Location:	London Northwest Healthcare Hospitals Emergency Department Ealing and Northwick Park

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

Equality – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

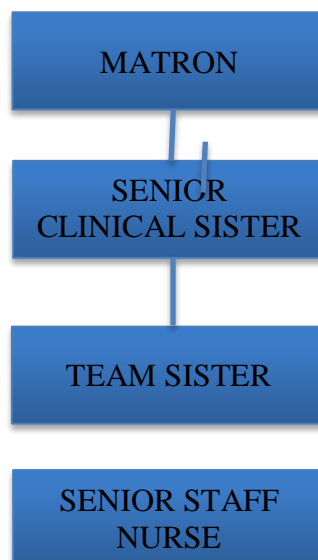
Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.

JOB SUMMARY

1. To support the Team/ Departmental Sister in providing a unified approach to high standards of patient care.
2. To support an environment that promotes excellence in evidence based nursing practice and development of high levels of clinical skills.
3. Work collaboratively and co-operatively with others to meet the needs of patients and their families.
4. To act as co-ordinator for the ward with support from more senior staff.

Structure



Role Responsibilities

Working Relationships and Communication Requirements of your Job

Maintain good relationships between all members of staff, thus developing professionalism through the unit.

Identify, discuss and report any relevant nursing/patient needs with team/ ward staff, patients. Ensure good communication verbally and via formal documentation and electronic sources with all members of the nursing, multidisciplinary team, patients and families.

Work in partnership with the patient and family and other health care professionals in care/discharge planning.



Involve patients and carers/family in their care to ensure accurate information and establish good communication.

Accept responsibility; be aware and able to locate all policies relating to good working practice within the clinical area and able to adhere to both by self and colleagues.

Ensure effective two-way communication with all disciplines so that patients receive optimum care.

Recognize the legal implications of accurate and legible documentation, and maintain accurate and legible records of patient care, in line with Trust policies and NMC Code of Conduct.

Adhere to the NMC Code of Conduct and Trust policies pertaining to patient confidentiality/Data Protection Act/Caldicott Recommendations.

Level of Clinical responsibility

Ability to relate to all staff, patients and visitors demonstrate good listening skills and work effectively as part of a team.

Provide a high standard of research based care by assessing, planning, implementing and evaluating patient care, in liaison with the multidisciplinary team.

Deliver information/advice on health promotion to clients and visitors, referring to other staff as necessary.

Be aware of your competence and acknowledge your own boundaries, asking for assistance as required.

Where appropriate, support health care assistants and learners.

Recognise and respond appropriately to urgent and emergency situations.

Be responsible for the safe custody and administration of drugs in accordance with the Trusts and NMC policies.

Leadership and staff management responsibility

Able to work, independently and as part of a team.

Able to prioritise care.

Act as a role model/mentor to students and HCA's.

Actively encourage good practice and personal development. Contribute to an active learning environment for all grades of staff and students.

Assist other clinical areas within the Trust if the clinical situation or staffing levels demand.

Report untoward incidents such as complaints, clinical emergencies, and injury or drug administration errors, as per Trust policies/procedures.

Financial Responsibility

No direct budget responsibility, but an awareness of effective use of resources and cost implications.

Participate in being cost effective in the delivery of high quality care.

Service Development and Improvement

Keep up to date with professional issues relevant to nursing practice within their area of clinical practice.

Negotiate an area of clinical interest with Ward sister and be proactive in developing own expertise and learning resources for all staff. Act as clinical resource within the ward team. Facilitate/participate in the induction programmes for each member of staff newly employed.

Continually monitor standards of care and contribute to improvement of care through benchmarking, audit and research.

Be aware of objectives and strategies at Local and Government level.

Develop knowledge of the trust's complaints procedure, referring to senior staff as necessary.

Responsibility for Dealing with Difficult Situations

Maintain standards of practice, being clear about reporting mechanisms.

Promote evidence-based decision-making.

Provide support and advice to clients and relatives when faced with distressing situations referring to senior staff for continued support and advice.

Support people's equality, diversity and rights in accordance with trust policy and legal obligations. Assist in the management of aggressive individuals, under the direct supervision of senior staff, security, and police, to ensure the safety of all individuals on the unit.

Physical Working Conditions and Environment

Recognise situations that may be detrimental to the health and well-being of the individual, and take appropriate action.

Implement the Health and Safety at Work Act and COSHH regulations.

Maintain equipment in a safe and satisfactory condition, to report immediately any malfunction.

Ensure that the department has adequate stock levels, taking immediate action to remedy the problem or referring to senior staff.

Ensure compliance with Trust policies/procedures/clinical guidelines for self and others.

Knowledge, Training and Education

RN with current appropriate NMC registration.

Undertake personal development to meet identified needs.

Assume personal responsibility for attending mandatory training sessions.

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data. The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

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 University 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 & 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 Trust's 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 reserves 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.

PERSON SPECIFICATION

Job Title: Staff Nurse Band 5
Division/department: Emergency Department

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/Qualifications	<ul style="list-style-type: none"> Registered Nurse with current appropriate registration 	<ul style="list-style-type: none"> ILS/PIL Mentorship
Knowledge & Experience	<ul style="list-style-type: none"> Understanding of NHS Goals & Targets Issues of confidentiality and accountability. 	<ul style="list-style-type: none"> 12 months experience post qualification in an acute setting.
Skills, Abilities and Attributes	<ul style="list-style-type: none"> Good interpersonal and communication skills written and verbal. Good Nursing and Organisational skills Able to prioritise clinical effectively work. Ability to work within a busy environment. Good assessment skill of the acute patient. Ability to adapt to changing situations. Awareness of own limitations and when to seek help. Basic IT skills 	<ul style="list-style-type: none"> Expanding nursing roles Venepuncture Catherisation Intravenous Medication
Personal Qualities	<ul style="list-style-type: none"> Determined & goal focused. Able to work within a multi-disciplinary team. Able to deal with a diversity of people at all levels ranging from medical and nursing staff to patients, relatives different age groups. People with different ethnic background and beliefs. Ability to cope with emotionally stressful situations Passionate about nursing and maintaining standards. 	
HEART Values	Demonstrate commitment to Trust HEART values – Honesty, Equality, Accountability, Respect, and Teamwork.	



Job description and person specification drafted / amended by:

Name: Jenos Cabalu

Designation: ED Matron

Date: 24th May 2018

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	