

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Staff Nurse
Band:	Band 5
Directorate:	Community Health Services
Department:	Nursing/Ward
Base:	Wincanton Community Hospital
Responsible for:	N/A
Responsible to:	Ward Sister

Job Purpose:

- The development, implementation and evaluation of programmes of care, including discharge planning for each patient. This will include the specialist assessment of care and health education needs of stroke patients.
- To be designated to take charge of the unit in the absence of the ward manager.
- To work in accordance with the Unit's philosophy of care and contribute towards achieving its objectives.
- To maintain effective communication and promote professional caring and partnership.
- To participate in clinical supervision as appropriate and to teach and act as a facilitator/mentor/preceptor and role model to less experienced staff, developing expertise in stroke nursing.

DATE OF JOB DESCRIPTION: Oct 2020

Duties and Responsibilities

Communication and Key Working Relationships

- The Band 5 Nurse will work closely with all members of the nursing team contributing to the development of a highly skilled workforce.
- The post holder will work closely with the multidisciplinary team to ensure a high quality, seamless service for all patients.
- The Band 5 Nurse will work closely with the Matron and Ward Sister to implement Evidence Based Practice.
- To be able to communicate effectively with sensitivity when imparting information that could be highly stressful and emotional to patients, relatives and carers.
- To maintain effective levels of communication with the nursing team by verbal handovers x 3 daily as shifts change.
- To maintain effective levels of communication with the medical teams - attend ward rounds and provide updates on patients' condition and care needs to medical staff who visit.
- The Band 5 nurse will use their professional discretion to identify problems and to inform relevant medical staff.
- Patients, Next of Kin and carers.
- Internal and external multi-professional contacts.

Planning and Organisation

- The post holder will act as a Team Leader for a team of nursing staff on a daily basis.
- In the absence of a more senior nurse or Matron the Band 5 nurse will need to take charge of the hospital on a rota basis covering unsocial hours such as evenings, weekends and bank holidays, increasing the number of staff that the Band 5 nurse will oversee. There could be unforeseen emergencies situations that arise which the Band 5 nurse would need to lead.
- This role will require the post holder to practice autonomously and make decisions under their own initiative using professional judgment and drawing on their clinical expertise.

Analytics

- To support and assist in audits/ monitoring/ collecting data/ transferring data to other sources in collaboration with the ward manager & Matron.
- To maintain Quality Assurance initiatives by playing an active role with self-checks on equipment and attending annual training sessions.



- To be competent and professional when dealing with complaints/ conflict/ violence and aggressive behaviours and other PALs issues.
- To participate in national & Trust audits.

Responsibility for Patient / Client Care, Treatment & Therapy

- The post holder will be responsible for the assessment of patient care needs, the development, implementation and evaluation of treatment plans. You will be working alongside other professionals within the multidisciplinary team ensuring high quality care and effective communication is maintained.
- To maintain a high degree of individualised patient-centred care being responsible for the assessment, implementation and evaluation of care for patients throughout the ward. This will be achieved by devising care plans/ completing water low assessments/ manual handling assessments/ risk assessments/ observation charts and in-house/interagency referrals.
- To be responsible and accountable for ensuring care plans are amended as patients care needs dictate and evaluated on a daily basis and when there is change within the treatment plan. Assessment of wound care & pressure care will be carried out and implemented in line with manual handling guidelines.
- To ensure that patients are treated with dignity and respect, ensuring that high quality of care is given.
- To ensure pressure area care/ elimination of body fluids are assessed frequently over a 24 hour period to maintain patient comfort by ensuring regular change of position using the minimal handling guidelines.
- To personally administer all relevant forms of direct patient care, also to be responsible for the supervision of junior staff on a daily basis within the guidelines of the professional code of accountability.
- To advise patients and carers on health care issues and support them in times of stressful and emotional events which are frequently emotionally demanding to the nurse and demanding on their time.

Policy, Service, Research & Development Responsibility

- To obtain additional clinical competencies and knowledge in a variety of skills; eg. Male catheterisation/ venepuncture/Intravenous drug therapy/ anticoagulant test /cardiac defibrillation/Intravenous cannulation/ electrocardiac graph and bladder scanning.
- To promote a safe environment within the unit ensuring staff are trained and updated in health and safety, fire regulations, COSHH, infection control, manual handling and cardiac resuscitation.
- To initiate and participate in the development of education programs, NVQs, mentorship, facilitating standards of care to junior staff, carers and patients.



- To contribute to the quality agenda, including Evidence Based Practice, Audit, Clinical Governance and Clinical Effectiveness.
- To participate in an annual appraisal with their line manager so that an agreed training programme can be developed. This will endeavour to maintain their clinical expertise and give them the responsibility for their own Personal Development Plan.
- To keep professional knowledge up-to-date, research recent developments and implement where appropriate within the clinical setting.
- To be pro-active in the development of the post in accordance with the requirements of the Trust.
- To conduct Appraisals.
- To have the responsibility of maintaining stock levels/ ordering medication/ daily checks and ordering controlled drugs/ responsibility of maintaining Trust Policy on patients' property during both life and death.
- Contribute to relevant projects in relation to the development of the Trust's Business Plan and organisational objectives as required/appropriate.
- Comply with all relevant Trust Policies & Procedures in exercising the duties of the role.
- Undertake any necessary skills training, professional updates/ continue professional development and mandatory training as appropriate to the post in agreement with the Ward Sister/ Matron.
- Support, enhance and encourage the delivery of training/ continued professional development to relevant staff/practitioners in relation to Clinical Services and professional updates within the ward.
- Ensure the staff supervision & appraisal process is fully operated, monitored and reviewed for all staff within the ward.

Responsibility for Finance, Equipment & Other Resources

- Responsibility to ensure training and practice in the correct use of equipment, mindful of Health & Safety for self, colleagues and patients.
- Ensure that equipment is decontaminated in line with current Infection Control measures.

Responsibility for Supervision, Leadership & Management

- The Band 5 Nurse will lead a team of nurses to care for a number of patients and will hold responsibility for ensuring that the patient care needs are met.
- To initiate the appraisal process with junior staff to continue the evaluation



process & education needs of staff development as directed by the Ward Sister.

- To contribute to staff induction program and the continuing education of preceptorship and newly qualified staff /new Trust staff / student nurses/ cadet nurses and work experience students. To promote an informative educational environment aiding effective communication between the two parties.
- To provide advice/support to team members, contributing to and promoting their personal and professional development as directed by the Ward Sister.
- To be able to take responsibility of the ward when the Ward Sister is not on duty. To delegate nursing staff, prioritise, make decisions and communicate effectively with all levels of staff.
- To take responsibility for a team of patients and staff, ensuring their needs are met to a high standard within available resources.
- To provide leadership to more junior staff and promote effective teamwork to meet the needs of the service.
- To conduct return from sickness interviews with staff.
- To deputise for the Ward Sister in unforeseen circumstances eg. Sickness and Annual Leave.
- To take charge of the hospital in the absence of a more senior nurse.
- To facilitate students and act as Mentor and promote 'Best Practice'.

Information Resources & Administrative Duties

- To attend meetings with team members and other professionals, to ensure good liaison within ward, to attend ward meetings regularly.
- To access and implement as necessary all Trust policies/protocols and guidelines.
- To provide evidence-based care and promote in others, cascading information learnt on courses to staff, patients and carers and maintain high standards of care in a professional manner.
- To undertake a Link Role within own area of expertise eg. Diabetes/ Continence/ Palliative Care/ Medical Devices/ QA Scheme /Stroke/ Infection control. To attend review meetings regularly and hold teaching sessions to cascade information to other trained nurses and MDT staff.
- In the absence of the Ward Clerk/Receptionist carry out office administration duties eg. Arrange Outpatient appointments/ book Bank staff/ answer general enquires/ contact GP & District Nurses/ arrange transport.
- Attend relevant meetings with the Trust as directed by the Ward Sister.



Any Other Specific Tasks Required
<ul style="list-style-type: none">• Duties as instructed by your manager or appropriate authority.• The post will involve a combination of sitting, standing and walking and will require sitting in a restricted position whilst performing assessments.



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u> <ul style="list-style-type: none"> Outstanding care Listening and leading Working together 	E E E	Interview & Application form
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> <ul style="list-style-type: none"> Relevant degree or equivalent qualification Registered General Nurse Appropriately registered with the NMC as per post requirements Teaching /Assessor qualification 	E E E D	Interview & Application form
<u>KNOWLEDGE</u> <ul style="list-style-type: none"> Required to develop the knowledge base in line with the KSF requirements for the post 	E	Interview & Application form
<u>EXPERIENCE</u> <ul style="list-style-type: none"> Experience of working in multi-agency services Evidence of continuing professional development and to have undertaken post registration training 	D D	Interview & Application form
<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none"> Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic. Listens to others' views respecting and valuing individual patient needs. Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients. Ability to recognise and manage challenging situations in a calm and professional manner. Able to take instruction and direction and work effectively as part of a team. 	E E E E E	Interview & Application form



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	✓		Ward clinical environment involving patient personal care, use of PPE – daily & frequent
Working in physically cramped conditions	✓		Ward clinical environment involving patient nursing & personal care, assisting falls
Lifting weights, equipment or patients with mechanical aids	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Lifting or weights / equipment without mechanical aids	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Moving patients without mechanical aids	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Making repetitive movements	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Climbing or crawling		✓	
Manipulating objects	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Manual digging		✓	
Running		✓	
Standing / sitting with limited scope for movements for long periods of time		✓	
Kneeling, crouching, twisting, bending or stretching	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Standing / walking for substantial periods of time		✓	
Heavy duty cleaning		✓	
Pushing / pulling trolleys or similar	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Working at heights		✓	
Restraint ie: jobs requiring training / certification in physical interventions		✓	



Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	✓		Frequent & complex eg. Telephone, clinical emergency, constant reprioritisation
Carry out formal student / trainee assessments	✓		Mentor
Carry out clinical / social care interventions	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Analyse statistics	✓		Audits
Operate equipment / machinery	✓		Ward clinical environment involving patient nursing & personal care, assisting in rehabilitation – daily & frequent
Give evidence in a court / tribunal / formal hearings	✓		Very occasional – would be supported by senior management
Attend meetings (describe role)	✓		Ward team meetings, champion role meetings
Carry out screening tests / microscope work	✓		Swabbing eg. MRSA, Covid-19 – frequent
Prepare detailed reports		✓	
Check documents	✓		Documents associated with patient nursing & personal care, rehabilitation – daily & frequent
Drive a vehicle		✓	
Carry out calculations	✓		Medicines



Carry out clinical diagnosis		✓	As part of MDT
Carry out non-clinical fault finding		✓	Reporting Estates issues, fire alarm
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	✓		Electronic patient records
Giving unwelcome news to patients / clients / carers / staff	✓		Possibly frequent
Caring for the terminally ill	✓		Ward clinical environment involving patient nursing & personal care – according to admission
Dealing with difficult situations / circumstances	✓		Ward clinical environment involving patient nursing & personal care, communication with patients and families – frequent
Designated to provide emotional support to front line staff	✓		When acting as Nurse in Charge
Communicating life changing events	✓		Ward clinical environment involving patient nursing & personal care, communication with patients and families – frequent
Dealing with people with challenging behaviour	✓		Communication with families/Next of Kin & patients with Dementia/communication difficulties – frequent
Arriving at the scene of a serious incident		✓	



Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		✓	
Excessive temperatures		✓	
Unpleasant smells or odours	✓		Ward clinical environment involving patient nursing & personal care – daily & frequent
Noxious fumes		✓	
Excessive noise &/or vibration		✓	
Use of VDU more or less continuously		✓	
Unpleasant substances / non household waste	✓		Clinical waste from ward clinical environment involving patient nursing & personal care – daily & frequent
Infectious Material / Foul linen	✓		Clinical waste from ward clinical environment involving patient nursing & personal care – daily & frequent
Body fluids, faeces, vomit	✓		Clinical waste from ward clinical environment involving patient nursing & personal care – daily & frequent
Dust / Dirt		✓	
Humidity		✓	
Contaminated equipment or work areas	✓		Following procedures, infection control measures - frequent
Driving / being driven in Normal situations	✓		Attending training/other sites - as directed
Driving / being driven in Emergency situations		✓	
Fleas or Lice	✓		Ward clinical environment involving patient nursing & personal care – infrequent
Exposure to dangerous chemicals / substances in / not in containers	✓		Infrequent
Exposure to Aggressive Verbal behaviour	✓		Ward clinical environment involving patient nursing & personal care – frequency according to individual patient
Exposure to Aggressive Physical behaviour	✓		Ward clinical environment involving patient nursing & personal care – frequency according to individual patient



Department Core Purpose

Dimension Type	Dimension No	Dimension Name	Full Outline (Second Gateway)		Foundation Outline (Foundation Gateway)	
			Level	Indicator	Level	Indicator
Core	C1	Communication	3	All	3	All
Core	C2	Personal & People Development	3	All	2	All
Core	C3	Health, Safety & Security	2	All	2	All
Core	C4	Service Improvement	2	All	1	All
Core	C5	Quality	2	All	1	All
Core	C6	Equality & Diversity	2	All	2	All
Specific	HWB2	Assessment & Care Planning	4	All	3	All
Specific	HWB5	Provision of Care	4	All	3	All

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Line Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:		October 2020	



