

North Bristol NHS Trust

Exceptional healthcare, personally delivered

Job Description

Job Details

Job Title: Staff Nurse

Grade: Band 5

Directorate: Women and Child Health

Location/Base: NICU and Transitional Care

Job Summary

The Band 5 Staff Nurse will work and communicate effectively within the multidisciplinary team and contribute to the successful provision of the service.

You will take personal responsibility and accountability for ensuring that Trust and local policies and procedures are known and followed and will ensure duties are carried out in accordance with the advisory guidelines and practice set out in the NMC code of Professional conduct.

You will be responsible for assessment, planning, provision, maintenance and evaluation of family centred patient care in conjunction with the multidisciplinary team and the infants parents

The post holder will take responsibility for the supervision and guidance of other staff including health care assistants and students on a daily basis.

You will actively contribute to the provision of a good learning environment by taking on the role of mentor/assessor for learners e.g. Student nurses and support worker roles.

As a Band 5 Staff Nurse, you may be designated to take charge of the ward/department in the absence of the ward manager or senior nurse after two years in post and on an occasional basis within the first two years in post.

Band 5 roles will continue to develop through the acquisition of further skills, knowledge and competencies that will be determined within the clinical teams and in alignment with NBT workforce strategy.



Caring



Ambitious

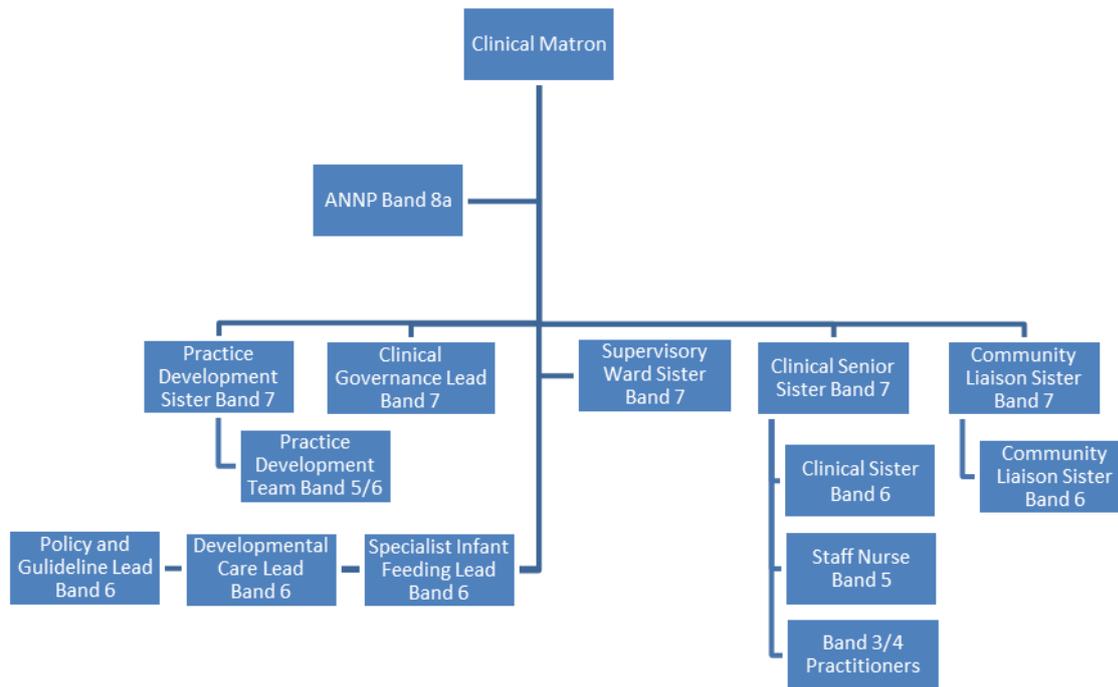


Respectful



Supportive

Organisation Chart/Accountability



Knowledge, Training, Experience And Skills Required

- Registered Nurse (Adult or Child) or Registered Midwife
- Numeracy and Literacy GCSE grade C or above or equivalent to Level 2
- Recent experience in an acute hospital setting (preferably NICU, ITU or Paediatric)
- Approved accredited Neonatal Specialist Course (or willingness to undertake)
- Approved teaching and assessment/mentorship qualification
- IT skills, basic word, email, keyboard skills, data collection
- Child protection/safeguarding Level 3
- Approved Neonatal Life support course
- Evidence of continued professional development i.e. a professional portfolio and participation in appraisal and development review
- Completion of training for additional clinical skills required in the ward/department i.e. IV drug administration and ability to undertake appropriate training for required clinical activities, which may vary according to workplace area.
- Evidence of an ability to critically appraise and utilise research to maintain and improve patient care
- Sound knowledge of health promotion issues to ensure junior staff, patients and carers are provided with education, support and advice as required
- Evidence of experience and knowledge of the importance of resource management including protocols for staff utilisation, equipment and products for clinical care.
- Caring and compassionate attributes
- Effective communication and interpersonal skills
- Ability to undertake development in teaching and management

Following appropriate training and competency assessment, the post holder will be expected to,

- Be professionally accountable for own practice, acting in a manner at all times that abides by the Code of Practice and all relevant NMC and Trust practices, guidelines and protocols
- Act as a professional role model for others, demonstrating competent and accountable clinical practice
- Be accountable for own education and development needs and maintenance of competencies to ensure continued professional registration and support the principles of lifelong learning, ensuring continuous professional development for all staff, enabling individuals to reach their full potential

- Work within own competence and scope of practice.
- Perform and maintain area specific clinical competencies in line with core standards without direct supervision from a Registered Practitioner.
- Ability to build good relationships with patients, relatives visitors and colleagues by developing rapport, communicating clearly and accurately, active listening and the ability to empathise. The post-holder must have the ability to refer to senior staff as required
- Ability to work effectively as part of a multidisciplinary team
- Organisational skills for co-ordination and provision of care needs of patients using initiative, time management, leadership and problem solving skills
- Ability to prioritise workload and delegate appropriately to Registered/Assistant Practitioners Health Care Support Workers and Students, to ensure efficient delivery of care to meet the needs of patients and their families
- Organisational skills for co-ordination and provision of care needs of patients using initiative, time management, leadership and problem solving skills.
- Able to perform ongoing patient assessment within level of competence.
- Communicate effectively, sensitively and compassionately with colleagues, patients and visitors.
- Demonstrate an understanding of accurate and timely communication, including documentation, within the health care environment
- Able to assess, prioritise and organise own workload, problem solving as required
- Demonstrate ability to work on own initiative without direct supervision from Registered Practitioner
- Ability to establish good relationships with work colleagues, patients and visitors
- Able to supervise and teach support staff and other learners

Main Duties & Responsibilities Of The Post

Clinical

- Organise and participate in the delivery of high standards of evidence based nursing care and manage a caseload on a shift by shift basis
- Take responsibility in carrying out required, planned, direct patient care to a high standard without direct supervision in accordance with established nursing procedures and policies
- To report to the appropriate members of the multidisciplinary team any significant changes in a patient's condition or situation
- Maintain effective communication with patients, relatives and members of the multi-disciplinary team regarding all aspects of care demonstrating a range of appropriate communication skills
- Responsible for taking charge of the ward/department in the absence of the person who has continuing responsibility if required
- Take responsibility as a co-ordinator for the delivery of care of patients in a defined area
- To contribute towards health promotion for all patients by providing education, support and advice, as necessary to patient's families. Ensure referral to appropriate professionals or agencies as required
- Ensure the safe ordering, administration and custody of patients' medication according to Trust policies and procedures
- In the absence of senior staff be responsible for delegation and supervision of appropriate work to other qualified staff, health care support workers and students
- Where relevant to be responsible for and assist in co-ordinating discharge planning in partnership with the multidisciplinary team
- Where relevant, responsible for the admission, assessment and preparation of patients undergoing treatment or investigations
- To take personal responsibility for ensuring that patients and their families are treated with courtesy, the individual needs of patients and their families are respected, and confidentiality is maintained at all times
- Liaise effectively with other disciplines or departments as appropriate
- To be able to act in emergency situations and to be familiar with emergency procedures including fire and resuscitation. To be responsible for the support and direction of junior staff in such situations

according to Trust policy

- To be responsible for ensuring provision of a safe and therapeutic environment for all patients, relatives, visitors and colleagues
- Ensure the readiness for use of special equipment and the availability of nursing supplies in conjunction with the senior ward nurses
- Ensure the safe custody of patients' valuables and property according to Trust policies
- Report to nurse in charge/line manager all complaints, incidents or accidents involving self, staff, patients, visitors and complete relevant documentation according to Trust procedure
- Be responsible for reporting and documenting any broken or damaged equipment according to Trust policy
- To have detailed knowledge of Manual handling regulations particularly with regards to the moving and handling of patients
- Ensure safe storage and disposal of substances hazardous to health in accordance with Trust policy
Ensure availability of facilities for disposal of sharps, toxic/cytotoxic waste in accordance with trust policy
- In support of senior staff or ward manager assist with monitoring and report to ensure stock levels are maintained and that the correct quantities are in supply
- To be aware of the directorate bleep holding function
- To have an awareness of the requirements for staffing the ward or department
- Undertake aspects of ward administration as agreed by the ward /department manager
- Perform initial assessment of patients' condition and ongoing patient management as appropriate
- Maintain clear concise patient records and documentation adhering to national standards and trust policies and procedures
- Order tests, access and act upon results including making referrals to other members of the healthcare team
- Provide concise handovers to other members of the multi-disciplinary team
- Coordinate effectively a team of support workers/ learners in care/therapy delivery
- Initiate and participate with cardio-pulmonary resuscitation procedures

Environment Support

- Ensure clinical area is prepared and maintained as appropriate to individual patient needs
- Maintain safe working environment in line with Trust Infection Prevention and Control and Health and Safety policies
- Identify requirements for and availability of equipment stores, CSSD as appropriate for patient's clinical care/ therapy
- Ensure equipment is well maintained and take appropriate action if the equipment is faulty
- Identify potential risk issues and report to the Nurse in Charge

Professional

- Demonstrate ability to access Trust Policies and Procedures and comply with those relevant to role and clinical area
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality
- Exhibit professional behaviour and attitude at all times, acting as a role model
- Respect and value all people equally whatever their background or beliefs
- Act within limits of own competence, ensuring actions support care, safety and well-being of others
- Maintain responsibility for the identification of own continuing educational and development needs through reflective practice. Take part in annual appraisal and develop associated 'Personal Development Plan' with line manager
- Ensure all mandatory training is undertaken in line with Trust policy
- Participate when requested with investigations relating to incidents involving patients and staff
- Participate in team meetings

Administration

- Use IT systems e.g. audit, patient assessments and information within ward environment
- Effectively utilise resources and avoid unnecessary waste
- Complete Datix form in the event of an incident or accident involving patients, staff or visitors
- Participate in the induction and orientation of newly appointed staff, learners and other visitors to the Health Setting
- Comply with Trust Policy regarding care of patient property

Development and Assessment of other Health Care/Therapy Workers

- Supervise, assess and mentor Healthcare Support Workers and any trainee practitioners as delegated
- Complete Practice assessor/Mentor training and carry out practice support and assessment
- Participate in delivery of ward education programmes

Working Conditions / Effort

The post holder will be required to undertake shift work and to work a range of shifts which will include nights and weekends on a 50:50 ratio. The service is 24 hours, 365/6 days of the year and includes **all** bank holidays which are worked on a rotational basis.

The post holder will be working in a busy clinical environment and will be expected to cope with the pressure of high throughput and physically demanding tasks as follows:

Manual handling using appropriate aids	Every Shift
Pushing trolleys, incubators, cots and equipment	Every shift
Walking and standing	For most of shift
Contact with blood and body fluids	Every shift
Providing care to acutely ill patients	Every Shift
Providing care to babies of vulnerable/potentially violent/ Aggressive/challenging parents	Frequently
Dealing with distressed/bereaved relatives	Frequently

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work, which will be further strengthened through becoming a Foundation Trust.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made

Appendix One - In addition to band 2 & 3 competencies, band 4 will additionally include:

Nursing core competencies

- Appropriate competencies for Blood Transfusion.
- Have the competence in general assessment and physiological observation of the patient, carry out routine tests and accurately document, reporting any irregular results to the medical team.
- To effectively admit a patient ensuring that the process is followed thoroughly.
- To follow the discharge pathway as per local policy and ensure that sufficient support from multidisciplinary team is sought and that the process is in conjunction with the family.
- Prepare, check/second check and administer all prescribed medication in accordance with local/national policies.
- Undertake tissue viability risk assessments and complex dressings.
- Assess and care for patients with stomas in conjunction with specialist nurse.
- Administer intravenous infusions/medications as prescribed and competently care for peripheral/central/arterial and umbilical lines in adherence to local/national policies
- To maintain the dignity of the infants and their family, respecting their privacy at all times.
- Assist in the restocking of cupboards and ordering of stores/pharmacy/medications as required.
- To uphold the ward philosophy and NMC code of professional practice
- To take full responsibility for own continuing professional development, maintaining mandatory/statutory learning and compliance with all clinical/specialist competencies relevant to own practice in accordance with NMC standards for registered practitioners.
- To satisfactorily prepare for and attend annual performance/development reviews, being fully engaged in own development and providing evidence of continuing professional development, study hours attended, mentoring activities performed and required involvement in level 3 child protection/safeguarding activities/updates.
- To uphold the ward philosophy

Additional Speciality Competencies

- To care for infants with a compromised respiratory status, administering invasive and non-invasive respiratory support and/or oxygen as required including low flow oxygen, high flow, CPAP, BiPAP, mechanical ventilation, high frequency oscillation and nitric oxide therapy.
- Discuss, plan and carry out care for any baby including special care/high dependency and intensive care patients in conjunction with the multidisciplinary team and their families
- Maintain professional boundaries and Nurse/Parent relationship, and ensure that parents understand and retain 'parental responsibility' for their child whilst in NICU.
- Undertake required parental teaching that empowers parents to be active partners in their baby's care and ensure that parent craft/parenting skills form part of the routine care pathway for patients on a daily basis and that parents are suitably prepared for discharge home.
- To care for infants receiving total parental nutrition via central lines or peripheral lines as per competency training.
- Escort patients in transfers within the hospital (to another ward or for investigations) and externally to other hospitals/neonatal units that could include special care, high dependency or intensive care patients alone or with support as patient condition dictates.
- To prepare infants for investigations and procedures such as operations, ROP screening or x-rays etc. including infants that have reported for day case procedures such as MRI scans.
- To contribute to the infants' developmental care needs as required and initiate/facilitate parental involvement in care including the transition between levels of care and discharge home.
- To actively initiate and teach parent craft sessions.
- To undertake training and complete all clinical competencies specific to role.
- Complete training and competence assessment on all NICU equipment including Specialist Intensive Care equipment used in Nitric oxide therapy, Total Body Cooling High Frequency Oscillation, Cerebral function monitoring among others.
- To assist and support mothers in the promotion and establishment of breastfeeding and successful lactation.
- To work flexibly across NICU and transitional care as required.