

Job Title:	STAFF NURSE
Grade:	<i>Band 5</i>
Hours:	Flexible
Department:	Staff Bank
Location:	East Sussex Healthcare NHS Trust
Accountable to:	Bank Manager/Clinical Matron
Reports to:	Ward/Department Manager
Responsible for:	Organising and delivering patient care
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Job purpose	To participate within the multi-disciplinary team in delivering appropriate safe patient care in a timely fashion, ensuring the delivery of appropriate safe patient care.

Communications and Working Relationships

Patients	Daily/Ongoing	To carry out treatments/care plans
Housekeepers	Daily/Ongoing	Dietary needs of the patients/Ward cleaning
Senior nurse Ward	Daily/Ongoing	Management supervision, work planning, advice & support
Relatives/Visitors	Daily/Ongoing	Discuss patient issues/reassurance/support
Members of the Multi-disciplinary team	Daily/Ongoing	To share information and plan care
Bed Managers	Daily/Ongoing	To facilitate transfers and discharges in a timely fashion
Clinical Matrons	Daily/Ongoing	To maintain standards of care and for clinical and professional advice/support as required
Other departments	As required	To support ward resources & patient care

Key Duties and Responsibilities

1. To assess plan, implement and evaluate individual programmes of patient care utilising research as appropriate within a team.
 2. To manage a group of patients and deliver evidenced based nursing care to the highest possible standard.
 3. To communicate with a wide range of individuals to meet individual patient needs.
 4. To respond to and prioritise a wide range of demands and tasks in a rapidly changing environment, with the support of senior staff.
 5. To participate as a team member, sharing knowledge, information and supporting colleagues to promote a cohesive ward team
 6. To work with other disciplines and professions to ensure total management of patient stay.
 7. To liaise with relevant community services, voluntary organisations and primary health care team members regarding service provision and timely discharge.
 8. To contribute to the provision of effective, appropriate and timely information and education to patients and relatives.
 9. To maintain up to date accurate patient records, using appropriate documentation and information systems.
 10. To effectively and professionally deal with emergency situations, with support of senior colleagues.
 11. To manage accidents/incidents involving patients, visitors and staff, reporting to the nurse in charge, commence enquiries and complete documentation as necessary.
 12. To be aware of resource issues and participate in optimising use of resources.
 13. To work within the Trust policies, procedures, and guidelines to assist in achieving the wards and Directorate objectives.
 14. To promote a safe environment for patients and staff by adhering to and complying with all elements of the health and safety statutory legislation.
 15. To work within the NMC Code of Professional Conduct and be active in enhancing own professional knowledge base and development.
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Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
7. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
8. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
9. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
10. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
11. For posts which involve contact with patients, it is required that the post holder receives satisfactory clearance from the Disclosure and Barring Service.

Managers Signature

Date

Postholders Signature

Date

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PERSON SPECIFICATION

Job Title: Staff Nurse	Grade: 5
Department: Staff Bank	Date: January 2016

*Assessed by: A= Application I= Interview R= References T= Testing

Minimum Criteria	*	Desirable Criteria	*
Qualifications / Training Registered Nurse	A		
Experience Minimum of 4 months post registration experience **	A	Minimum of 4 months post registration experience within the acute NHS (NB. If not any offer will be subject to local supervision agreement)	
Skills / Knowledge / Abilities			
Effective interpersonal/ communication skills.	I/R	IT skills	A
Ability to prioritise and organise own and others workload.	A/I	Competent in use of infusion devices	A
Teamwork	A/R	Cannulation/phlebotomy skills	A/I
Basic Life Support	A	Tracheostomy care skills	A/I
Competent in drug administration	I		
Other			
Professional attitude	I/R		
Smart appearance	I		
Reliable work record	R		
DBS Clearance			

** Newly Qualified staff employed within the Trust can work bank shifts in their own area during initial 16 weeks subject to agreement by Ward Manager/Matron.