


JOB DESCRIPTION :

1. JOB IDENTIFICATION	
Job Title:	Staff Nurse
Band/Grade:	Band 5
Hours of Work:	37.5 hours
Accountable to:	Ward Manager
Responsible:	Ward Manager, Deputy Ward Manager
Department:	Day Surgery (St Joseph Ward and Day Patient Unit)
Job Reference:	
Last Update (insert Date):	29 April 2024
Disclosure and Barring (DB) Check Required (Check guidance):	Yes Level Enhanced

2. JOB PURPOSE
<ul style="list-style-type: none"> To ensure the provision of high quality nursing care in line with the policies, procedures and protocols of the department and the hospital. To act as a role model To assist in the safe, effective and efficient management of the department within the scope of practice and allocated resources To promote a progressive attitude to the continual improvement of patient care and operational management of the ward through research and evidence based practice

3. ORGANISATIONAL STRUCTURE
 <pre> graph TD CEO[CEO] --> CNO[Chief Nursing Officer] CNO --> HON[Head of Nursing] HON --> WM[Ward Manager] WM --> BWMD[Band 6 Deputy Ward Manager] WM --> BRN[Band 6 Registered Nurses] WM --> B5RN[Band 5 Registered Nurses] WM --> AP[Assistant Practitioners] WM --> HCA[Health Care Assistants] WM --> WR[Ward Receptionists] </pre>

4. ROLE OF DEPARTMENT
<p>The day surgery, consisting of the St Joseph and Day Patient Unit, is a 19 bedded ward, with 7 admission rooms. The department specialises in providing care to a variety of surgical specialties pre and post-operatively until discharge and day case infusions. These includes: endoscopy, spinal injections, minor orthopaedic, ophthalmic, ENT, urology, vascular, gynaecology, general surgery and plastics/cosmetic surgery.</p>

5. RESPONSIBILITIES OF THE POST

Key Tasks

- To assist in the planning and the delivery of individualized, safe, effective and evidence based patient care
- To ensure the provision of a welcoming, caring and safe environment for patients and their families.
- To participate in the efficient operational management of the department, providing support to the shift leaders and Ward Manager
- To be flexible in working patterns, including weekends, depending on the need and ward activities
- To be flexible and adaptable in working in different departments when needed and during department closures.
- To undertake daily, weekly and monthly safety checks on the ward when assigned accordingly
- To chaperone / assist consultants with procedures and assist nursing colleagues where required
- To undertake the clinical tasks involved with admissions, preparing patients for investigations and procedures, doing appropriate referrals to other health care staff and facilities and discharging patients.
- To undertake tasks and responsibilities assigned by the Ward Manager supporting the management and development of the nursing care and the delivery of the service
- To provide support to the Ward Manager, Deputy ward Manager and shift leaders
- To undertake a link nurse role(s) for designated clinical responsibilities, attend meetings and complete associated actions attached to the link nurse role
- To undertake the role of the nurse in charge guided by the senior staff nurse and managers to develop leadership and taking charge of the department
- Supporting, supervising and delegating clinical tasks to the Health Care Assistants such as the recording of patients observations
- Ensure that patients' personal hygiene requirements are met and all their other activities of daily living
- To undertake risk assessments in accordance with the Hospitals policies, procedures and standards and national regulations and ensure that relevant care plans and risk management are in place.
- To escort patients to other departments and on as needs basis to other hospitals.
- To complete all nursing documentation in line with the Hospitals policies, procedures and protocols.
- To maintain own professional registration
- To ensure compliance with mandatory training
- To ensure the required competency are obtained for job role
- Participate in personal development planning and access training as appropriate or deemed as requirement for the speciality of patients being cared for.

- To ensure awareness of incidents and complaints in the hospital and comply to recommendations and shared learning to prevent reoccurrence.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the St John and St Elizabeth Hospital.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Safeguarding:

At HJE we are committed to safeguarding and work with relevant agencies in protecting all adults and or Children and promoting their welfare, as outlined in the HJE Disclosure and Barring Service (DBS) Policy and Procedure reference No HJE.HR.13.006.

All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years. This may include compliance with relevant agencies we may work with for example local safeguarding boards for child protection procedures and hospital safeguarding procedures and recognise the importance of listening to children.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with HJE DBS policy in this regard.

In addition we are implementing robust safer recruitment practices during our selection process and pre-employment checks will be undertaken in accordance with the government guidance outlined in <https://www.gov.uk/government/publications/dbs-code-of-practice>, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment then please see our DBS policy in the first instance or contact a member of our recruitment team.

6.5 Smoke Free Policy

The Hospital provides a smoke free environment.

6.6 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these. All employees are expected to be aware of the corporate and departmental risks of the hospital.

6.7 Equal Opportunities and Diversity

As a member of staff at the St John and St Elizabeth Hospital, you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.8 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.9 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

7.0 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

8. CREATED BY:

SIGNATURE:

PERSON SPECIFICATION

Post Title: Staff Nurse – Band 5

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> Registered Level 1 Nurse with current NMC registration Diploma/degree in relevant subject or evidence of work at level 3 Experience in one of the following 	√		Interview
Experience	<ul style="list-style-type: none"> Experience in one of the following Evidence of ongoing training and commitment to development Evidence of accumulation of relevant experience/knowledge Evidence of knowledge base and competency in the clinical specialities of the ward Evidence of good oral and written communication 	√		
Skills and Knowledge	<ul style="list-style-type: none"> To be patient focussed Evidence of ability to maintain effective working relationships with peers, colleagues, patients and their families To have skills in working within a team Evidence of ability to prioritise and manage time effectively Excellent communication skills Ability to work under pressure and to deal with emergency situations and/or difficult clients and stressful situations professionally Evidence of computer literacy and keyboard skills 	√		
Attributes and Qualities	<ul style="list-style-type: none"> Ability to be flexible and adaptable Ability to be motivated and forward thinking Compassionate and caring 	√		