

JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Staff Nurse -St Francis Ward
Band/Grade:	Band 5
Hours of Work:	37.5
Accountable to:	Ward Manager
Responsible for:	Assistant Practitioners, Health Care Assistants
Department:	St Francis Ward
Job Reference:	
Last Update (insert Date):	December 27, 2018
Disclosure and Barring Service Check Required (DBS)	Yes

2. JOB PURPOSE
<ul style="list-style-type: none"> To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care with the multidisciplinary team and patients ' families To supervise and teach unqualified staff with the support and supervision of more senior members of the team.

3. ORGANISATIONAL STRUCTURE
Chief Nursing Officer Deputy Chief Nursing Officer Ward Manager Deputy Ward Manager Nursing Team Ward Receptionist Housekeeping/Catering

4. ROLE OF DEPARTMENT
<p>St Francis Ward is a busy medical-surgical ward which caring for patients undergoing, Urology, Andrology, Ophthalmic, Ear ,Nose and Throat, Cosmetic and Colo-rectal surgery.It has 15 en-suite private rooms and opens 24 hours a day each day of the week.</p>

5. Responsibilities of the Post
Roles and Responsibilities: 5.1 Professional : <ul style="list-style-type: none"> To keep up to date with current developments in nursing and ensure evidence based practice. Develop new skills and knowledge pertaining to the speciality as advised by the senior sister or charge nurse.

- Take responsibility for self-development through the appraisal system and work towards completing agreed personal development plan and professional portfolio.
- Contribute to the delivery of the Hospital's Nursing Strategy
- Conduct oneself in accordance with the NMC Code of Conduct and Hospital policies
- To be aware of and take appropriate action in regard to cardiac arrest, fire and major incident
- Be aware of and adhere to Hospital policies and procedures
- To undertake responsibility for tasks delegated by the Senior Nurse and Ward Manager

5.2 Clinical:

- Carry out planned care for a group of patients with support from senior staff.
- Ensure the assessment, planning, implementation and evaluation of evidence based, individualised patient care.
- Assist in performing safe effective care for patients requiring advanced clinical skills.
- Recognise when changes in patients condition occur and take appropriate action.
- Assist in carrying out extended roles to ensure best clinical practice.
- Assist and advise unregistered staff in the delivery of patient care.
- Assist in the safe transfer of critically ill patients.
- Maintain accurate clinical observations of the patient and act accordingly and appropriately.
- Undertake nursing procedures.
- Have responsibility for the correct administration and custody of medicines according to Hospital policy.
- Assist with the management of distressing and emotional situations
- Have the knowledge and expertise to act appropriately in emergency situation
- Act as the patient's advocate
- Report any untoward incidents to the Nurse in charge
-

5.3 Managerial:

- Organise ones own work load ensuring most effective use of time
- Demonstrate a willingness to support the team
- Assist in the orientation of new staff and students
- Ensure that nursing practices comply with The Hospital policies and procedures
- Communicate effectively at all times and maintain a harmonious working environment
- Oversee the care given by nursing assistants and students
- When required co-ordinate day to day activity of shift with senior staff support
- Promote effective liaison between all members of the multi-disciplinary team
- Be responsible for the accurate documentation and care of patients records
- Maintain a safe and healthy environment
- Assist in ensuring the availability of resources for patient care

- Ensure equipment is in good working order, and report appropriately when defective
- Participate in audit and suggest any change to improve standards
- Demonstrate an awareness of the economical use of resources and contribute to the overall control of the ward or departmental budget
- Keeping up to date with changes taking place within the Hospital.

5.4 Educational:

- Assess the needs of patients, relatives and carers and provide them with information as requested
- Promote healthy living through health education
- Ensure patients referred to appropriate clinical support teams
- Assist in the teaching and development of nursing assistants and students helping them to achieve their learning outcomes
- Act as a role model and mentor to Junior staff

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 Hospital of St John and St Elizabeth.
- 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.

6.7 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth 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.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following

discussion with the post holder.

7. UPDATED BY : Donna Alegata

SIGNATURE: DG Alegata

PERSON SPECIFICATION

Post Title: Band 5 Staff Nurse

Criteria		Essential	Desirable	Assessment
Qualifications	Registered Nurse Current NMC registration in adult or general nursing Educated to first degree level or equivalent	√ √ √		Application form and interview PIN number Certificates of achievement Professional portfolio
Experience	Significant post registration skills Minimum of 1 year post-registration in nursing field	√		Application form and interview Professional portfolio



Skills and Knowledge	Excellent clinical skills	√	√	Application form and interview Reference
	Excellent communicator	√		
	Professional commitment and self-awareness	√		
	Motivate self and others	√		
	Work without direct supervision	√		
	Sound knowledge of current issues in nursing, developments	√		
	Ability to work within a multidisciplinary team	√		
	Good organisational and time management skills	√		
	Good interpersonal skills			
Other	Motivated and Enthusiastic	√	√	Application form and interview Occupational health screening Reference
	Flexible	√		
	Confident decision maker	√		
	Computer literate	√		
	Awareness of resources and ability to operate within these	√		
	Good health record	√		