

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,  
Chief Executive Officer

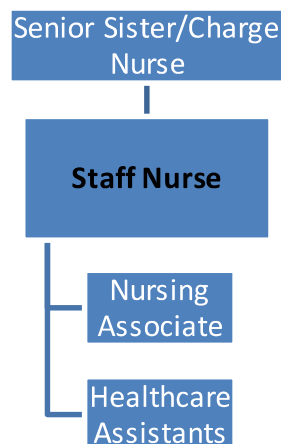
## JOB DESCRIPTION

<b>Job Title</b>	Staff Nurse – Ophthalmology OPD
<b>Pay Band</b>	5
<b>Department</b>	Trust wide
<b>Division</b>	Trust wide
<b>Reports to</b>	Senior Sister/Charge Nurse
<b>Professionally Responsible to</b>	Clinical Matron
<b>JOB SUMMARY</b>	

The post holder will practice autonomously and be responsible and accountable for safe, compassionate person centred evidence based nursing that respects and maintains dignity and human rights. They will be responsible for assessment of care needs of patients and planning programmes of care, implementation and the evaluation of these programmes without direct supervision. At times they will have management responsibility for being in charge of the ward/department and supervising junior members of staff.

The post holder will practice in a holistic, non-judgmental, caring and compassionate manner that avoids assumptions, supports social inclusion and recognises and respects individual choice and acknowledges diversity. They will work in partnership with other health and social care professionals, students and trainees and agencies, service users, their carers and families. The post holder will contribute to the practice development within their clinical care setting and work in accordance with Trust Policies, Procedures and Guidelines and will be responsible for completing any work based training associated with the role.

### TEAM/DEPARTMENT STRUCTURE CHART



### KEY SKILLS

- Carry out clinical practice within designated clinical areas, ensuring that high quality current evidence based care underpins all actions and interactions with patients
- Be responsible for completing/ undertaking relevant nursing/ clinical procedures and practice underpinned by theoretical knowledge and practical experience
- Use up to date knowledge and evidence to assess, plan, deliver and evaluate care,



communicate findings, influence changes and promote health and best practice. The individual must make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care

- Act as advocate for patients within the areas, to ensure a patient focused approach to the delivery of care
- Ensure patients receive high quality clinical care and a positive patient experience, having regard to their customs, beliefs and ethnicity
- Promote a clean and safe environment for staff, patients and visitors by ensuring compliance with legislation /policies and procedures, health care associated infection prevention, governance including risk management and incident reporting and act without delay in the reporting and escalating of any areas of concern
- Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients
- Advise on the promotion of health and the prevention of illness
- Ensure accurate, legible and timely documentation relating to all aspects of patients care and treatment both paper based and electronically
- Carry out those specific activities required to complete a comprehensive assessment of a person's nursing requirements
- Undertake a range of physical observations appropriate to the individuals scope of practice using a range of equipment, recording, reporting and escalating findings and concerns
- Develop and initiate nursing assessments and care plans based on assessment and observation of the patient's physical and psychological well-being / illness
- Monitor patients progress, ensuring accurate records of all relevant observations and clinical assessments are kept and take appropriate action as indicated
- Work towards safe and timely discharge plans and or transfer of care from the ward/ service and ensure barriers to discharge/ transfer are identified and acted on appropriately
- Work alongside other health care professionals to ascertain treatments and advise on nursing priorities
- Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines, controlled drugs, intravenous drugs, transfusion of blood and blood products as required by the clinical area
- Ensure all nursing documentation is completed prior to the span of duty ending. Entries must be legible, updated and in accordance with Trust/ NMC standards (including electronic records)



- Ensure effective handover of patients between shifts / healthcare professionals using a range communication aids such as verbal handover/ written documentation/ referral
- Achieve and maintain skills and clinical competencies specific to the post/ department role including equipment training

### **KEY RESPONSIBILITIES**

- The post holder will work according to the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines and be accountable for their own professional actions
- The post holder must use up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice
- The post holder must achieve and maintain competence in identified mandatory and statutory training, develop and maintain clinical competencies, skills and knowledge which relate to the area of clinical practice
- The post holder must respond to patients, relative and carers concerns as they arise and take remedial action as required
- The post holder will take charge of the practice setting as required/ or a defined area of the practice setting
- The post holder will assume responsibility for undertaking tasks delegated by the nominated line/shift manager. This may include representing the practice setting at meetings, link nurse responsibilities, audit, governance initiatives and supervision and role competence assessments for unregistered nurses and students/ trainees
- The post holder will contribute to the development of service and quality improvement initiatives within a collaborative framework to enhance patient experience and outcome and ensure standards of care are monitored and maintained at the highest level
- The post holder will delegate to and supervise the work of other staff registered and or unregistered and students/ trainees and undertake supervision, teaching, mentorship and assessment of junior staff to agreed levels of skill and competence

### **BUDGETARY AND RESOURCE MANAGEMENT**

- Use professional judgement to intercede and act as patient advocate; observing changes in patient's attitude, behaviour and emotional state
- Facilitate patient flow, including bed and pathway management, clinic operations and case load coordination through liaison with the nurse in charge/ supervisor. Facilitate an efficient discharge/ admission / clinical review and communication process
- Communicate with patients and their relatives/ carers , making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and written



- Be mindful of own and others body language and barriers which may affect communication.
- Be conversant with and adhere to all Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for requests for Deprivation of Liberty Standards (DOLS) and demonstration of the principles of Prevent (counter terrorism awareness)
- Ensure effective communication and liaison with all members of the multi-disciplinary team
- Abide by and ensure compliance with Trust policies, procedures, guidelines and standards
- Maintain a safe, clean environment. Ensure that hazards on the ward are reported appropriately without delay, and ensure all equipment required is in good working order and repost appropriately if defective
- Address any immediate concerns or complaints as they arise and escalate / report as required
- Take charge of the shift/ area / department in the absence of more senior staff and coordinate the multidisciplinary team. Plan, organise and deploy staff according to ability and workload in order to meet patient needs and service demands.
- Escalate staffing concerns using the approved process

#### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

- Induct, orientate, supervise, train and assess unregistered nursing staff helping them to achieve their learning outcomes. Support nursing students/ trainees who are working within the ward/ unit/ department team and when agreed act as a mentor/ assessor to newly registered staff and or those new to the department

#### **RESEARCH AND DEVELOPMENT**

- Be wholly accountable for his/her practice and maintaining their professional registration in line with the NMC Code of Professional Standards of Practice and Behaviour for Nurses and Midwives (current version)
- Recognise the limits of individual competence and knowledge, undertake and complete further training and academic qualifications as relevant to the role and service requirements
- Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and inform the manager if there is any deviance from mandated training attendance
- Contribute to the setting and monitoring of clinical standards within the area of work
- Participate in annual appraisal and maintain a professional portfolio which supports

revalidation

- Maintain a high standard of personal and professional behaviour and ensure effective communication with all members of the multidisciplinary team, patients, carers and relatives.
- Act with personal and professional integrity within professional, ethical and legal frameworks and processes to maintain and improve standards

### EFFORT

- Develop and maintain competence in the use of electronic records, information and communication systems as required by the service
- The post holder may be deployed / expected to work in any part of the organisation should the need arise to ensure patient safety is maintained
- Recognise the emotional impact of practice in self and others, and take appropriate action, escalating to line manager where this may be impacting on personal performance or the performance of others

### TRUST VISION & VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

### ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: .....

### PERSON SPECIFICATION

<b>JOB TITLE: Band 5 Staff Nurse</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Registered Adult Nurse on the</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<p>NMC Register</p> <ul style="list-style-type: none"> <li>Evidence and ability to revalidate as required by the NMC</li> </ul>	
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Previous / recent experience or working in an acute secondary NHS care setting (can include student placements within the last 12 months )</li> <li>Evidence of achievements and career development in current post and of on-going professional development/ competence</li> <li>Experience of working on own and in a team in a health care environment delegating to others within a team / providing supervision to others</li> <li>Willingness to become a practice supervisor / assessor to or meets Nursing and Midwifery Council (NMC) standards for student supervision and assessment</li> <li>Understanding and knowledge of the NMC code of conduct</li> <li>Understanding of preceptorship and work based learning and assimilation of skills and knowledge</li> <li>Awareness of current relevant NHS policy context</li> <li>Understanding / experience of the principles of safeguarding and Mental Capacity</li> <li>Awareness of health and safety issues</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Demonstrate achievement of numeracy (including drug administration calculations) and literacy skills. Ability to read / write and speak , receive and</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>





<p>understand instructions in English</p> <ul style="list-style-type: none"> <li>• Good IT skills ability to record information electronically</li> <li>• Competent in a range of clinical skills willingness to undertake expanded practices relevant to the scope of practice required</li> <li>• Competent in managing the care of a group of patients / shift management and clinical leadership relevant to the practice setting</li> </ul>	
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Professional appearance</li> <li>• Displays genuine interest in the post applied for and can articulate this when questioned</li> <li>• Positive and enthusiastic attitude</li> <li>• Ability to communicate articulately others</li> <li>• Caring and approachable</li> <li>• Punctual</li> <li>• Reliable</li> <li>• Ability to work a varied shift pattern including nights / weekends unsocial hours where required</li> <li>• The applicant can describe why the Trust may deploy him /her to a different practice setting for a span of duty</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

