

JOB DESCRIPTION

Job Ref 1580

JOB TITLE: Staff Nurse

PAY BAND: 5

DEPARTMENT/DIVISION: Trust Wide Speciality Based

BASED AT: University Hospitals Birmingham

REPORTS TO: Senior Sister /Charge Nurse

PROFESSIONALLY RESPONSIBLE TO: Matron

LAST UPDATED: August 2018

JOB PURPOSE:

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. The post holder is 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.

KEY WORKING RELATIONSHIPS:

Internal: All members of the multi-professional team, including registered and unregistered nursing staff; Medical, allied health care professionals, students, trainees support workers, ward and reception staff, and ancillary staff.

External: Staff in other health care organisations, social care settings that will be involved in the ongoing care of patients or have transferred patients from their care or social setting to secondary care.

MAIN DUTIES & RESPONSIBILITIES:

1. 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
2. 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
3. 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
4. The post holder must respond to patients, relative and carers concerns as they arise and take remedial action as required
5. The post holder will take charge of the practice setting as required/ or a defined area of the practice setting
6. 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
7. 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
8. 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

SPECIFIC RESPONSIBILITIES

1. Clinical Practice

- a) Carry out clinical practice within designated clinical areas, ensuring that high quality current evidence based care underpins all actions and interactions with patients
- b) Be responsible for completing/ undertaking relevant nursing/ clinical procedures and practice underpinned by theoretical knowledge and practical experience

- c) 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
- d) Act as advocate for patients within the areas, to ensure a patient focused approach to the delivery of care
- e) Ensure patients receive high quality clinical care and a positive patient experience, having regard to their customs, beliefs and ethnicity
- f) 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
- g) Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients
- h) Advise on the promotion of health and the prevention of illness
- i) Ensure accurate, legible and timely documentation relating to all aspects of patients care and treatment both paper based and electronically
- j) Carry out those specific activities required to complete a comprehensive assessment of a person's nursing requirements
- k) 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
- l) Develop and initiate nursing assessments and care plans based on assessment and observation of the patient's physical and psychological well-being / illness
- m) Monitor patients progress, ensuring accurate records of all relevant observations and clinical assessments are kept and take appropriate action as indicated
- n) 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
- o) Work alongside other health care professionals to ascertain treatments and advise on nursing priorities
- p) 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
- q) 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)

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

2. Management, leadership, organisation, team working and decision making

- a) Use professional judgement to intercede and act as patient advocate; observing changes in patient's attitude, behaviour and emotional state
- b) 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
- c) 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
- d) Be mindful of own and others body language and barriers which may affect communication.
- e) 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)
- f) Ensure effective communication and liaison with all members of the multi-disciplinary team
- g) Abide by and ensure compliance with Trust policies, procedures, guidelines and standards
- h) 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
- i) Address any immediate concerns or complaints as they arise and escalate / report as required
- j) 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

3. Professional

- a) 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)
- b) Recognise the limits of individual competence and knowledge, undertake and complete further training and academic qualifications as relevant to the role and service requirements
- c) 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
- d) Contribute to the setting and monitoring of clinical standards within the area of work
- e) Participate in annual appraisal and maintain a professional portfolio which supports revalidation
- f) Maintain a high standard of personal and professional behaviour and ensure effective communication with all members of the multidisciplinary team, patients, carers and relatives.
- g) Act with personal and professional integrity within professional, ethical and legal frameworks and processes to maintain and improve standards
- h) 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
- i) Develop and maintain competence in the use of electronic records, information and communication systems as required by the service
- j) 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
- k) 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

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

GENERAL INFORMATION:

TRUST VISION AND 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. They are working in partnership with others to provide safe, appropriate care and improve outcomes (**Collaborative**); being transparent in all that we do, communicating openly, inclusively and with integrity (**Honest**); taking personal and collective responsibility for the way in which we deliver care (**Accountable**); being responsive, creative and flexible, always looking for ways to do things better (**Innovative**); treating everyone with compassion, dignity and professionalism (**Respectful**).

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

In all Directors Job Descriptions (delete as appropriate)

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to

the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination or harassment by others.

As a Director the post-holder will be responsible for promoting diversity and equality of opportunity across all the areas of University Hospitals Birmingham, both in service delivery and as an employer, and for ensuring that staff under his/her control are aware of their equal opportunities responsibilities and their performance in this area is included in appropriate appraisal system.

In all Managers and Supervisors Job Descriptions (delete as appropriate)

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does 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.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her control are aware of their equal opportunities responsibilities.

In all other Staffs Job Descriptions (delete as appropriate)

University Hospitals Birmingham the post-holder will have personal responsibility to ensure they 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.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY *

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

In all Directors Job Descriptions (delete as appropriate)

As a Director the post-holder is responsible for ensuring that there are appropriate management arrangements in place within his/her speciality/area of responsibility to comply with the Trust Health and Safety Policies and Procedures.

In all Managers and Supervisors Job Descriptions (delete as appropriate)

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

In all other staff's Job Descriptions (delete as appropriate)

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

*** Please delete the appropriate Equal Opportunities statement and Health and Safety statement dependent upon the level of the job description being compiled.**

Name of Post Holder:

Signature of Post Holder: Date:

Name of Manager:

Post Title of Manager:

Signature of Manager..... Date: