

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

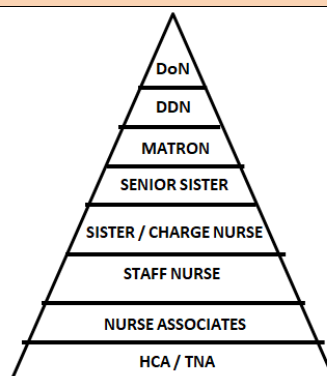
JOB DESCRIPTION

Job Title	Staff Nurse
Pay Band	Band 5
Department	Ward 2 BHH
Division	3a
Reports to	Sister / Charge Nurse
Professionally Responsible to	Senior Sister

JOB SUMMARY

- The post holder will be expected to liaise appropriately with all key members of the multi-disciplinary team and service users related to the speciality.
- To be responsible for all aspects of patient care including the assessment, planning, delivery and evaluation of direct patient care with supervision from senior staff.
- To support the Charge Nurse/Senior Sister to monitor the safety and quality of care for patients.
- In the absence of the Junior Sister/Charge Nurse to be responsible for the day-to-day management of the ward.
- To manage a group of junior staff such as HCA, TNA and Students, and assign delegated tasks and responsibility as appropriate.
- To ensure the compliance of mandatory training and appraisal requirements for delegated junior staff and continuing personal development.
- To ensure a positive focussed service incorporating patients' feedback to maintain and improve patient care.
- To act as an effective role model promoting excellence through practice.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

Essential Skills:
Postgraduate, RGN, NA, Degree, Masters, NMC Registered
Healthcare, Patient Centred Treatment and Care Assessment and Delivery
Fundamental Nursing Aspect and Care Skills,



Knowledge and Experience
General Medical Nursing Knowledge

KEY RESPONSIBILITIES

- Maintain a professional behaviour at all times and promote a positive image of the University Hospital Birmingham NHS Foundation Trust at all times, in line with Safe and Effective Care values.
- To be responsible for the unsupervised assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care.
- To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.
- To contribute to the development of evidence based guidelines/policies relating to speciality.
- To ensure accurate and comprehensive nursing records are maintained using appropriate written and electronic documentation.
- To collect data and provide essential information in a timely and accurate manner when requested for e.g. audits or monitoring CQC standards.
- To measure patient acuity and/or dependency to inform evidence-based decision making on staffing and workforce.
- To monitor and record planned vs actual staffing levels and escalates issues when necessary.
- To be responsible for ensuring effective mechanisms are in place so that all clinical and non-clinical incidents, including serious incidents are properly reported, investigated and changes made to avoid recurrence.
- To establish effective working relations with all members of the multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
- To supervise unqualified staff, to ensure that they have the knowledge, skills and resources to carry out delegated aspects of care.
- To ensure high standards of care are given to all patients, monitoring this through spot checks and clinical quality indicators outcome measures.
- Contribute to patient and relative feedback by undertaking daily clinical rounds with the aim of providing excellent standards of care.
- To collaborate in the assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based



care.

- To ensure communication with patients and significant others is established, ensuring empathy and reassurance regarding, assessment, care and treatment.
- Be accountable at all times for ensuring that safeguards are in place for patients, in particular those adults or children at risk and at risk of absconding and lacks capacity.
- To facilitate early discharge planning being carried out to enable appropriate arrangements to be in place for patients leaving hospital or transferring in order to achieve a safe and timely discharge from hospital.
- To ensure that all patients are cared for in a clean and well-maintained clinical area, ensuring that all staff are aware that they are directly responsible for cleanliness standards when in charge and escalating issues when necessary.

BUDGETARY AND RESOURCE MANAGEMENT

- Takes an active role in the ward environment needs, being alert to possible sources of cross-infection, maintaining safe and clear walkways and bed areas ensure fire exits remain clear and equipment and supplies are stored correctly.
- To be responsible for ensuring confidentiality and safekeeping of patient records.
- Accountable for efficient and economical use of ward supplies.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- Take an active role in the induction and orientation of new Nursing Assistants.
- Demonstrates effective time management and prioritisation of workload.
- Demonstrates good leadership skills and ensure that communication is effective between the patient, relatives and members of the multidisciplinary team.
- In the absence of the junior sister take charge of the ward
- To develop skills to be able to investigate accidents, incidents and complaints, implementing corrective actions where necessary and in consultation. To liaise with the Senior Matron and Complaints and Clinical Risk Management Teams appropriately.
- Have an awareness of cost implications and assist in the management of resources within the clinical area e.g. equipment, supplies.
- To contribute to the planning and organising of service improvements.
- To be responsible for ensuring confidentiality and safekeeping of patient records.
- To ensure that there is effective communication systems in place to allow staff to keep



abreast of developments in the organisation including staff meetings.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff is released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.
- Take reasonable care for the health and safety of him/her and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal.

Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998.

RESEARCH AND DEVELOPMENT

- To be aware of the research process and current trends.
- In collaboration with the Matron, and clinical lead, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- Ensure that all staff act in accordance with Trust policies such as Infection Prevention and Control, Confidentiality, Health & Safety and Equal Opportunities.
- Assist with the development of, and implementation of, local and trust wide policies,



procedures, guidelines and protocols.

- To be aware of the research process and current trends.
- In collaboration with the Senior Sister/Charge Nurse, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- Resolve any concerns about levels of care or incidents involving patients escalating to the Matron/Senior Sister and reporting via the Trust's incident reporting system.
- Contribute to discussions and plans regarding service improvements and initiatives.

EFFORT -

The post holders requires to be hard working, reliable, punctual, honest, good communicator, Team player, creative, dynamic and friendly.

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

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

JOB TITLE:	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • RGN • Degree, Masters • NMC Registered 	<ul style="list-style-type: none"> • Nurse Associates Registered
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Healthcare and Nursing experience • Patient Centred Treatment and Care • Assessment and Delivery of Safe, Efficient and Effective patient Care 	<ul style="list-style-type: none"> •
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Fundamental Nursing Aspect • Care Skills, Knowledge and Experience 	<ul style="list-style-type: none"> •
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Reliable • Punctual • Honest • Good Communicator • Team player 	<ul style="list-style-type: none"> •

