

Job Description

Post: Staff Nurse

Band: 5

Responsible to: Ward Manager

Main Contacts: All members of the Multi-Disciplinary Team, Nursing Assistants within the care team, junior qualified staff, Students, Carers, and Advocates etc.

Job Summary

- To act as the named nurse with responsibility for the overall care of an identified group of clients.
- To regularly act as shift leader ensuring the smooth running of the clinical area and best utilisation of resources available, with support from other senior staff.

Main Duties and Responsibilities

The post holder will be responsible for keeping professionally updated in accordance with Nursing and Midwifery Council requirements and for participating in clinical reflection through clinical supervision.

The postholder will be accountable for their behaviour on duty and will be responsible for reporting anything untoward to a senior member of staff.

- Act as named nurse/key worker for an identified group of clients ensuring the assessment, implementation and evaluation of nursing care.
- Devise care plans for clients and undertake clients' activities as appropriate ensuring a high standard of care.
- Ensure all appropriate clients and ward records are maintained to the required standard.
- Adhere to appropriate policies, procedures and guidelines.
- Liaise with the wider multidisciplinary team to enhance the standard of care clients receive.
- Participate in risk assessments, and work within the framework of the Care Programme Approach acting as a key worker as required.
- Participate in staff induction's, acting as a preceptor to develop the skills and knowledge of newly qualified nursing staff.
- The post holder will be expected to provide mentorship to others as part of your role. You will be expected to undertake mentorship training.
- Participate in the administration of controlled drugs according to Drug Prescribing Policy and administer all other medication in accordance with agreed procedures.

- Act as Shift Leader when required ensuring the smooth running of the ward area and participating in an effective hand over period, ensuring good communications at all times.
- Take a key role in communications within the ward area as delegated by the Ward to ensure continuity of care.
- Complete staff off duties and participate in arranging cover for sickness etc., as delegated by the Ward Manager.
- Supervise students.
- Attend team meetings and care-planning meetings as required, and participate in Ward Rounds ensuring follow up action is taken.
- Participate in the development of qualified/unqualified staff within the ward team.
- Promote a safe environment via Health and Safety policies.
- Escort clients as appropriate to other areas of the Hospital or outside the Hospital as delegated by senior staff.
- Moving and handling clients using appropriate equipment and ensuring safe working practices are maintained.
- Provide cover in the absence of the Ward Manager.
- Ensure client confidentiality at all times.
- Communicate effectively with all staff, patients and carers, in accordance with.
- Other appropriate duties for which the postholder is competent, as required. The postholder may be asked to work on any ward, department within the Mental Health Setting.
- To be part of the emergency response rota and this becoming a member of that team responding to emergencies. This will be an on as required basis.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.

- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Safeguarding

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- Pennine Care NHS Foundation Trust (PCFT) employees have a statutory duty to promote the welfare of children and young people and to protect adults; enabling them to live free from harm, abuse and neglect.
- Engagement with safeguarding training, in line with responsibilities, is mandatory for all PCFT employees. PCFT employees must familiarise themselves with policies and procedures and adhere to these.
- It is the responsibility of all staff to report safeguarding concerns and familiarise themselves with who to contact in order to do this or seek further guidance.

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.

- The post holder will be involved in a formal appraisal and yearly conversations review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the

Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

Sustainability / Net Zero Carbon

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport