

DIRECTORATE OF OPERATIONS

JOB DESCRIPTION

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| POST | Staff Nurse – (Registered Nurse) |
| PAY BAND | Band 5 |
| RESPONSIBLE TO | Sister/Charge Nurse |
| ACCOUNTABLE TO | Head of Nursing |
| BASE | Scunthorpe General Hospital/ Diana Princess of Wales Hospital/Goole and District Hospital/Community |

ABOUT US

We are a large organisation with three hospitals located in Scunthorpe, Grimsby and Goole. We also provide community services in North Lincolnshire. Our 6,500 members of staff care for and support a population of more than 400,00 people.

We encourage all our staff to innovate and adopt 'best practice' so we can deliver excellent care to our patients. We ask staff to live our values, kindness, courage and respect.

We are committed to recruiting the best people to work with us. You could be one of them.

ABOUT THE POST

The post holder will provide the highest standard of assessment, planning, implementation, and evaluation of individualised holistic patient care, in conjunction with the multi-disciplinary team.

Actively contribute to supporting students, providing an environment conducive to their learning.

After a suitable preceptorship or familiarisation with the clinical areas, takes charge when required, which could include, shift leadership, management of roster, staffing skill mix and any tools to support the delivery of safe and effective patient care.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

PROFESSIONAL

As a registered nurse the postholder is personally accountable for their practice and must adhere to the NMC standards expected of them.

Be an effective professional role model for staff.

Maintain own professional development through ongoing education and development, ensuring that PREP requirements are met together with all mandatory training.

Adhere to all Trust Policies.

Adhere to Duty of Candour guidelines.

CLINICAL

Work within own sphere of clinical competence and highlight any training needs.

Undertake comprehensive and holistic assessment of the patient's nursing care needs.

Develop plans of care, which are evidence based and planned in partnership with the patient wherever possible.

Evaluate the effectiveness of the nursing care provided and make adjustments to the care plan, as necessary.

Recognise the 'deteriorating patient' and escalate accordingly, documenting all actions.

Report any accident/incidents on Ulysses and escalate to senior staff member.

Maintain clinical records in accordance with NMC Guidelines on Record Keeping and Trust policies.

Support patients to make decisions relating to their care or identity appropriate support for those patients not able to make independent decisions.

Manage the care of a group of patients over a period, organising appropriate support services.

Ensure medicines are stored, supplied and administered in accordance with Trust Medicines Code and NMC Guidelines for the Administration of Medicines and maintain own competence in this respect, reporting any learning needs to line manager.

Inform senior staff member of any circumstances in which safe care cannot or has not been provided.

Communicate clearly and effectively, identifying any barriers to clear communication and take steps to address concerns.

Maintain patient confidentiality at all times, in line with Trust policy and NMC Code



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DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

LEADERSHIP/MANAGEMENT

Takes charge of the ward/department in the absence of the Ward Manager/Team Leader on a regular basis.

Allocate work to junior members of the ward/departmental team ensuring this is completed to an appropriate standard.

Sign bank/agency timesheets when acting as nurse in charge of a shift.

Deal with any untoward incidents or complaints, in accordance with Trust Policies and Procedures and assist in their investigation and resolution in a timely manner.

Contribute to the evaluation of clinical practice through audit.

When acting as nurse in charge ensure staff sickness reporting procedures are followed.

Utilise the Safer Nursing Care Tool to maintain safety in wards/departments.

Act as a role model within the ward/department, promoting and demonstrating standards of care and behaviour expected. Support peoples equality, diversity and rights, recognising the importance of individuality and interpret them in a way that is consistent with Trust policies, procedure and legislation.

In the absence of the Ward Manager/Team Lead take an active role in the resolution of complaints at a local level which could include disputes between colleagues, patients, relative and multi-disciplinary professions. Assist with investigations, responding to formal complaints and clinical incidents. Support any action required to address any learning identified.

Attend ward meetings.

Participate in interviewing as needed.

Ensure the ward environment is clean and welcoming taking steps to address any concerns and ensuring compliance with:

Health & Safety

Infection Control

Fire Prevention Management

Risk Management

COSHH

Act as a Link Nurse for a special interest area, as needed.



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EDUCATION AND PRACTICE DEVELOPMENT

Participate in appraisal process, taking opportunity to identify and discuss own learning needs with appraiser.

If trained, undertake staff appraisals and agree Personal Assessment Development Reviews (PADRs) as delegated by Ward/Department Manager.

Support the induction of new staff (including bank/agency), taking on the role of preceptor.

Demonstrate and teach nursing procedure to other staff, students (including post registration students) and patients, as necessary.

Participate in clinical supervision and act as Clinical Supervisor to nominated staff as required.

Act as practice assessor or supervisor to nursing students to support the achievement of their objectives.

Act as a preceptor for newly qualified staff and new starters to the organisation

Undertake the role of Professional Nurse Advocate if appropriately trained.



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OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infections

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for



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rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults, respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.



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