

Job Description

Job Title	Staff Nurse
Salary Band	Band 5
Division/Service Line	Adult Community Services
Department	In-patient

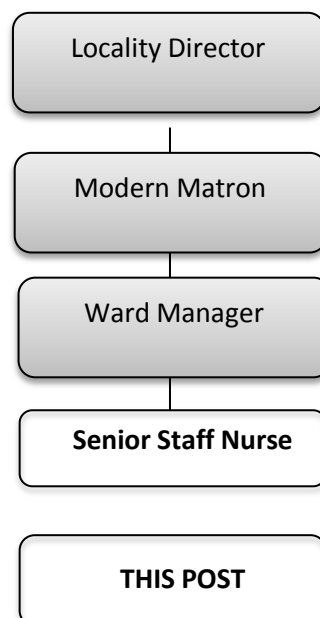
Job Overview

The assessment of care needs and the development and implementation of programmes of care in the ward setting

To be a team leader and provide all forms of nursing care without direct supervision.

To provide mentorship to pre and post registration students and Healthcare Assistants undertaking the National Vocational Awards.

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- To communicate effectively at all levels within the multi-disciplinary team.
- Using good communication – Persuasive and negotiating skills to communicate sensitive/complex information

Management and Personal Development

- Level 1 Registered Nurse with valid NMC registration
- Evidence of professional portfolio
- Commitment to obtain assessing / mentoring qualification
- Able to demonstrate accuracy in simple and complex drug calculation
- Ability to work as part of an effective team
- Willingness to expand clinical nursing role in specific advanced nursing competencies within CFT agreed service developments
- To develop and maintain clinical skills and knowledge necessary to provide research informed, evidence based nursing care. This includes expanded role responsibilities, following appropriate competency based training.
- To participate in staff appraisal as appraisee and as an appraiser of junior staff members.
- To participate in Clinical Supervision.
- To actively contribute to the educational and practical training of learners and Health Care Assistants
- To work in collaboration with the university in order to provide uniformity and promotion of professional standards with student training and development
- To participate in both informal and formal teaching of all staff
- To supervise student / learner / unqualified nurses and demonstrate skills as a mentor providing a good learning environment

Clinical Activities

- Provision of effective evidence based care to patients and their carers' in an inpatient setting within National and local guidelines
- Provision of clinical advice and supervision to all grades of nurses and other Medical disciplines in a ward setting.
- Contribution to a clinical skills development programme and direct teaching and assessment of nurses and other members of the medical team within own unit.
- Expansion and development of the advanced nursing role through personal development and subsequent skills transference to the nursing team.
- Maintains safe and acceptable standards of practice in accordance with the NMC Code of Professional Conduct.
- Manages own caseloads and discharges and refers to other medical professions.
- To provide the highest standard of evidence based / research informed nursing care for all patients
- To plan, assess, implement and evaluate programmes of care
- To supervise and support members of the ward team to ensure that all patients receive the appropriate care
- To maintain a compassionate, caring and safe environment for all
- To act as an advocate for the patients and their families and or carers, providing them with information and support and directing them to the relevant support services where appropriate.

- To plan effective discharge from admission, liaising with the multidisciplinary team, other departments and community services as necessary.
- To be competent and compliant in the administration of medicines in line with Trust policy
- Ability to monitor, evaluate and reassess nursing care needs

Strategic Development, Planning and Organising

- Ability to plan, prioritise and evaluate nursing care in accordance with NMC Principles
- Contributes to the development of the profile of Trust Hospital's as a focus for the delivery of accessible services to the local community.
- Utilises and manages resources economically and effectively
- To provide open and supportive environments, in which all staff can deliver high quality, patient-centred clinical and support services in line with the organisations core values and transformational agenda
- To co-ordinate care involving members of the multidisciplinary team to ensure that planned care / treatments are carried out and that multidisciplinary team members are informed of changes in the patient's condition.
- To be productive and cost efficient in the delivery of patient centred care.
- To assist in ensuring that patient safety is a key priority within the daily discharge of duty: actively participating in clinical audit / research, clinical risk and quality issues and the reporting and management of incidents.
- In the absence of senior staff take charge of the shift. This would include maintaining the correct skill mix of staff for patient dependency, bed management, utilisation of time and equipment

Administrative

- Good record keeping skills
- Effective verbal and written communication with patients, carers and staff, liaising with the multidisciplinary team in the delivery of care

IT Systems and Processes

- Basic computer skills
- To use various electronic patient systems i.e. PAS in accordance with CFT policy and procedure
- Computer based work and data input, to ensure all information is accurate and timely.

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 1998. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.

Person Specification

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Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
RGN 1 st Level Registration	✓	
Current Professional Registration with NMC	✓	
ENB or equivalent teaching and assessing qualification		✓
First Degree or Diploma (or working towards)		✓
Experience of working within a community hospital and working in care of the elderly ENB 941 an advantage		✓
Evidence of ongoing professional development	✓	
Evidence of team working	✓	
Leadership Skills		✓
<i>Skills and Aptitude</i>		
Well organised. Confident. Aware of limitations of role. Insight into NHS changes	✓	
Ability to undertake training as required	✓	
<i>Personal Qualities</i>		
Ability to work shifts to meet the needs of the service	✓	
To be flexible to meet service needs	✓	
<i>Other</i>		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	

