|  |  |
| --- | --- |
|  | |
| Job Title: | **Staff Nurse** |
| Reports to (job title): | Team Lead |
| Line Manager to: |  |
|  | |

## Job purpose

Supporting the Ward Manager and Team Lead role in Nurse Management and Ward Co-ordination.

* To promote a high standard of evidenced based nursing care and dignity for patients at all times.
* To have responsibility for assessing, planning, implementing and evaluating programmes of care. To be an effective team leader and proactive role model in terms of clinical, educational and quality standards.
* To work as a member of the multi-disciplinary team without direct supervision, promoting health, independence and maximizing the quality of life of patients, clients and carers.
* To ensure patients nutritional status is maintained and maximised to facilitate patient recovery and well-being
* To ensure a clean ward environment for patient care and best practice in infection control.
* To support the Ward Manager in leading clinical, educational and general management, quality standards and all professional issues.
* To initiate and undertake audits and develop action plans with the Ward Manager/Ward Sister.
* To work with the Ward Manager to ensure performance indicators are achieved e.g. infection rates, average length of stay, delayed discharges.
* To work with the Ward Manager keeping within agreed departmental budget.
* The post holder will take charge of the hospital on a regular basis as part of the Nurse Rota, including the nominated officer for fire role.

## Key responsibilities

Communication / Relationship Skills

* To promote and ensure effective communication within the nursing and multidisciplinary team.
* To proactively involve and communicate with patients and carers.
* To monitor, report and act upon any changes in the patients condition and situation as appropriate.
* To facilitate and proactively manage the timely discharge of patients, ensuring that discharge plans are communicated to the wider MDT and other agencies. To support and ensure that others do the same.
* To support the patient and carer by allowing them to express their anxieties and concerns.
* To address clinical and staffing issues/concerns and keep the Ward Manager informed.
* To deal with sensitive/ difficult information and convey it in an appropriate manner.
* To ensure that both they and other staff comply with HCRG Care Group confidentiality policy.
* Use a range of communication techniques to aid effective communication with patients and their carers/families where there may be significant barriers to communication.
* Ensure systems are in place to provide accurate handover of information regarding patient care plans and progress between shifts

Analytical / Judgmental Skills

* To provide assistance with the resolution of complaints within the clinical specialty, or sphere of responsibility
* To have the ability to negotiate and work effectively across all agencies for the maximum effectiveness of care.
* To be aware of and act upon when necessary, procedures that are in place to protect vulnerable individuals.
* To support implementation of the organisations Clinical Governance Strategy within your practice area, facilitating and supporting clinical audit and monitoring of care.
* To participate and assist in implementing the organisations Risk Management Strategy within practice area, ensuring that all processes are adhered to.
* To maintain own professional and clinical integrity in line with NMC guidelines.
* To coordinate and monitor the delivery of person centred healthcare, using complex clinical decision making where appropriate.
* Promote and initiate innovations and change related to improvement of clinical services.
* To proactively assist the Ward Manager with monitoring and managing the Ward/Unit/Department’s workload in relation to staff availability. To support the Ward Manager in ensuring appropriate and safe numbers and skill mix of staff are achieved at all times.
* To comply with the Health and Safety Policy in accordance with the agreed procedure and policies. To report any accidents, incidents, near misses, hazards or serious untoward incidents in accordance with the agreed procedure.
* To work with Ward Manager to develop the nursing contribution within the multi-disciplinary team, providing up to date evidence and researched based patient care.

**Responsibilities for human resources including personal and people development**

* In liaison with the Ward Manager/Ward Sisters, provide clinical leadership and act as a resource for support and guidance to all nursing and clerical ward staff.
* Has responsibility to support the management of the team’s performance and patient care.
* To attend in service training, mandatory training and other training programmes as required.
* To assist the Ward Manager with responsibility for the induction of new staff, students, bank and agency staff. To assist with monitoring and ensuring completion and filing of induction paperwork.
* To contribute to own personal and performance review and to undertake identified training needs and development.
* To assist with ensuring that a learning environment is created and maintained for pre-registration students, qualified nurses and healthcare assistants.
* To act as a clinical mentor
* Assist with the provision of relevant clinical learning for Students in an approved environment in liaison with the University

**Health, safety and security**

* Facilitate and promote a clean ward environment for patient care and best practice in infection control.
* Support Ward Manager in ensuring that all staff receive mandatory training and maintain accurate records.
* Responsible for undertaking or highlighting ward based risk assessment and the escalation of any unresolved risks to the Ward Manager
* To routinely act as Nurse in charge on site and ‘nominated officer fire’ for the hospital site responsible for acting as the main point of contact for any problems occurring within the shift and the appropriate escalation of these to the Locality on call.
* Ensure that HCRG Care Group policies, procedures and guidance are adhered to on the ward.
* Ensure that an incident report is completed fully and correctly for all untoward incidents
* To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity. To comply with the requirements of the Data Protection Act.
* To comply with the Trust’s policies on equal opportunities, the consumption of alcohol and non-smoking.

Responsibility for Policy and Service Improvement/ Development

* To comply with, support and promote all HCRG Care Group Policies, standards and guidelines and ensure that all staff are aware of these and adhere to them.
* To participate in meetings as required.
* To report and investigate accidents and incidents, and support the development of strategies for the reduction of risk and promotion of health and safety regulations on the wards.
* To report and assist in the investigation and resolution of complaints, to ensure actions are implemented constructively.
* To have a positive attitude to change and have a flexible approach to work.
* To assist with supporting staff through the change process, identify new education/training needs and the consequent effects on patient care.
* To deputise for the Ward Manager as required.

Responsibility for Audit/Research & Development

* To participate in all surveys and audits related to work, for example, patient satisfaction surveys.
* To promote and ensure evidence-based practice in patient care.
* To initiate and lead new developments and projects and support Ward / department staff to do so.

**Quality**

* Support development and maintenance of the necessary conditions to achieve high standards of professionalism and productive working.
* Continually monitor standards of care and assist leading the improvement of care.
* Following the investigation of complaints, actively participate and assist in the development of action plan to address any learning needs for the wards and ensure the implementation of this to improve practice for the future
* Contribute to joint monitoring of standards of cleanliness
* In liaison with Ward Manager, ensure high standards of cleanliness for all medical devises and patient equipment

Freedom to Act

* To assist the Ward Manager under her/ his supervision by supporting her/ him in leading the supervision and management of others practice within clear agreed boundaries
* To demonstrate competence in all activities and to inform your manager if you do not feel adequately trained.
* To be guided by the relevant policy, guidelines and standards when performing tasks.

**Equality, diversity and rights*.***

* To promote equality and value diversity by encouraging other staff to adhere to the values you demonstrate and supporting individuals to recognise their own and the equality, diversity, rights and responsibilities of others.
* To ensure that patients and their carers are consulted and involved in decisions regarding their health.
* To provide a service that protect clients and carers whilst respecting their diversity, difference, preferences and choices
* To actively facilitate staff understanding and enable staff to promote equality and diversity and a non-discriminatory culture

Planning and organisational tasks / duties

* Responsible for following Safe Staffing procedures
* To participate in projects and developments as requested and contribute clinical and managerial knowledge and expertise fully.
* To help plan work routines and patient care in order to facilitate cleaning of ward and communal meal times

Patient Care Responsibilities

* Promote and ensure a high standard of cleanliness of patient environment and equipment and ensure that Infection Control policy and guidelines are followed.
* To promote, monitor and participate in the assessment, planning, implementation and evaluation of nursing care standards and act as ward based care co-ordinator.
* To perform and teach technical aspects of nursing care e.g. Cannulation, administration of IV antibiotics, venepuncture, male re-catheterisation, ECG recording, assessment skills following a period of training and when deemed competent to do so.
* Demonstrate, promote and encourage an understanding of positive health and to promote the health and well being of the patient and their carers.
* To support, monitor and encourage others in assisting patients towards independence and activity as part of the multidisciplinary team.
* Demonstrate nurse professional leadership, providing and ensuring professional expertise, support, education and advice within the multi-disciplinary team, and for patients and carers.
* To ensure promotion of patients’ privacy and dignity at all times.
* Promote patient nutrition and well-being
* To act as a facilitator, mentor, teacher and assessor for junior staff, providing professional advice and support and to act as a role model and support to junior staff.
* To ensure that clerical, administrative and receptionist duties necessary to the smooth running of the ward are carried out as required by the Ward Manager.
* To promote and monitor safe administration of medicines as per policy for both own and practice of others.
* Ensure security, proper use and recording of controlled drugs and scheduled drugs as required by HCRG Care Group Policy and Statutory guidelines and legislation.
* To participate in clinical supervision.
* To promote, lead and participate in quality initiatives, particularly with regard to clinical governance and directorate policies and procedures.
* To work within the NMC Code: Standards of Conduct.

Responsibility for financial and other physical resources

* To assist the Ward Manager and actively ensure that resources are utilized and efficiently working within an agreed budget.
* Support the monitoring and reporting on product effectiveness and quality.

Responsibilities for information resources

* To demonstrate competence in all activities and to inform the manager if you do not feel adequately trained.
* To be guided by the relevant policy, guidelines and standards when performing tasks.
* To be able to use email systems, word processing packages and simple spreadsheet.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

|  |  |  |
| --- | --- | --- |
| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

Registered Nurse and has current live PIN on NMC register.

Knowledge and Skills

* Knowledge of community hospitals agenda
* Knowledge of professional nursing standards
* Ability to communicate effectively both verbally and in writing
* Clinical nursing skills and a broad knowledge of assessment tools and interventions relevant to the client group
* Ability to teach and mentor students, HCAs and junior staff nurses
* Able to demonstrate effective change management skills, influencing and negotiating capability
* Understands the requirements of clinical governance, evidence based practice and healthcare standards
* Is up date with developments in nursing practice, infection control and community hospital development
* Able to accurately assess, monitor and document risk
* Is able to problem solve quickly, accurately and innovatively.
* Has IT skills. Able to use email, basic word and excel packages.
* Understanding of adult protection issues

**Personal Attributes**

* Excellent listening and negotiation skills
* Empathetic manner
* Adaptable, imaginative and enthusiastic
* Understands and responds to the needs of the service
* Flexibility in shift/working patterns to meet the needs of the service
* Willing to accept additional responsibilities as delegated by senior staff.

Desirable

Experiences

* Evidence of changing practice in a clinical setting.

**Knowledge and Skills**

* Skills and knowledge in nurse led discharge or willingness to learn.
* Knowledge and skills within clinical governance

**Other**

* May be required to travel to other sites
* Will be required to work outside usual office hours

|  |
| --- |
| Employee signature |
| Manager signature |