

Job Title:	Staff Nurse
Reports to (job title):	Ward Manager

## Job purpose

Supporting the Ward Manager senior ward staff in supervision of junior staff and students where necessary and co-ordination of ward management and care delivery to patients on the ward.

## Base

To be based on ***Harty Ward at Sheppey Community Hospital, Plover Rd, Minster on Sea, Sheerness ME12 3LT***

## This post is responsible for

- To have responsibility for assessing, planning, implementing and evaluating programmes of care with minimal supervision. To be an effective team leader and role model for junior staff members.
- To work with frail older adults who have varying medical needs, including confusional states, mild cognitive impairment, dementia, falls and general reduced mobility.
- To work as a member of the multi-disciplinary team without direct supervision, supporting the senior nursing staff in promoting health, independence and maximizing the quality of life of patients, clients and carers.
- To promote a high standard of evidenced based nursing care and dignity for patients at all times.
- To assist senior nurses with ensuring patients nutritional status is maintained and maximised to facilitate patient recovery and well-being
- To assist senior nurses with ensuring a clean ward environment for patient care and best practice in infection control.
- To support the Matron and Ward Manager to ensure performance indicators are achieved e.g. infection rates, average length of stay, delayed discharges.
- To participate in audits as required and support the Matron and Ward Manager in the implementation of action plans.

- To participate in, and take responsibility for, keeping within agreed departmental budget under management and guidance of the Matron and Ward Manager.
- The post holder will take charge of the ward on a regular basis, and occasionally the hospital as required, including the nominated officer for fire role (within their sphere of competence).

## Key responsibilities

### Patient Care Responsibilities

- Participate in maintaining a high standard of cleanliness of patient environment and equipment and ensure that Infection Prevention and Control policy and guidelines are followed.
- To participate in the assessment, planning, implementation and evaluation of nursing care standards.
- Participate in the provision and monitoring of skilled nursing care to patients using a systematic approach to enable the effective measurement of health gains/ outcomes.
- To perform and teach technical aspects of nursing care e.g. aseptic technique, syringe drivers, catheterisation, IV fluids, assessment skills following a period of training and when deemed competent to do so.
- Demonstrate and encourage an understanding of positive health and to promote the health and wellbeing of the patient and their carers.
- To support and encourage others in assisting patients towards independence and activity as part of the multidisciplinary team.
- Participate in activity programmes for patients' rehabilitation.
- To ensure promotion of patients' privacy and dignity at all times.
- Promote patient nutrition and well-being
- To act as a mentor, teacher and assessor for junior staff and students, providing professional advice and support and to act as a role model to them.
- To participate in the safe administration of medicines as per policy.
- Ensure security, proper use and recording of controlled drugs and scheduled drugs as required by the organisations Policy and Statutory guidelines and legislation.
- To participate in clinical supervision.
- To promote and participate in quality initiatives, particularly with regard to clinical governance and policies and procedures.
- To work within the NMC Code.

### Communication/Relationship skills

- To facilitate and ensure effective communication within the nursing and multidisciplinary team.
- To proactively involve and communicate with patients and carers.
- To report and act upon any changes in the patients condition and situation as appropriate.
- To support and help the Matron and Ward Manager 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 Matron/ Ward Manager informed.
- To deal with (report) sensitive/ difficult information and convey it in an appropriate manner.
- To ensure that both they and other staff comply with the organisational 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.
- To be responsible for providing accurate handover of information regarding patient care plans and progress between shifts
- Attend team meetings and ensure the flow of information both up and down the organisation.

## **Analytical/Judgemental skills.**

- To provide assistance with the resolution of complaints within the ward sphere of responsibility
- To work effectively across all agencies for the maximum effectiveness of care.
- To be aware of, and act upon or report, 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 support the Matron and Ward Manager in the co-ordination and monitoring of person centred care, using clinical decision making skills as appropriate, sharing and reporting any concerns.
- Promote and initiate innovations and change related to improvement of clinical services.
- To assist with monitoring the ward workload in relation to staff availability. To ensure appropriate numbers and skill mix of staff are achieved for a shift in the absence of the Ward Manager or senior Staff.
- 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 and senior ward staff to develop the nursing contribution within the multi-disciplinary team, providing up to date evidence and researched based patient care.

## **Human Resources**

- Has responsibility to support the Ward Manager with the management of the team's performance and patient care.
- To attend in service training, mandatory training and other training programmes as required.
- Participate in the recruitment of staff as able.
- To participate in the induction of new staff, students, bank and agency staff.
- 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.

## Policy and Service Improvement and Development

- To comply with, support and promote all organisational policies, standards, and guidelines and that all staff adhere to them.
- To participate in meetings and conferences as required.
- To report and contribute towards the investigation of 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 assist in the investigation and resolution of complaints and participate in any action resulting action plans as directed by the Matron or Ward Manager.
- 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 senior ward staff as required.

## Quality

- Responsible for maintaining quality of own work, encouraging others, contributing to improve quality or developing a culture to improve.
- Support achievement and maintenance of the necessary conditions to achieve high standards of professionalism and productive working.
- Continually maintain standards of care and assist the improvement of care.
- Following the investigation of complaints, assist and support in the implementation of action plans to address any learning needs to improve practice for the future
- In liaison with Ward Matron/ Sister/ Charge Nurse, participate in high standards of cleanliness for all medical devices and patient equipment

## Freedom to Act

- To carry out provision of care and supervision of junior staff within agreed boundaries supervised by the Ward Manager and senior ward staff.

- To demonstrate competence in all activities required of the post 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.

## 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
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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 , NHS Constitution and HSCIC 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 (RN) with current live PIN on NMC register
- Interest in working in rehabilitation
- Interest in working with frail older adults
- NHS or equivalent health care system experience
- Knowledge of professional nursing standards.
- Ability to communicate effectively both verbally and in writing
- 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 safeguarding.
- Previous experience of working within a ward environment.
- Previous experience of team working.

### Desirable

- Degree or Diploma in relevant field
- Skills and knowledge in nurse led discharge or willingness to learn
- Experience of working with older adults, including patients with confusional states
- Knowledge and skills in clinical governance
- Knowledge of community hospitals.
- Training in rehabilitation/frailty/dementia/falls

### Other requirements:

- Good listening skill
- Empathetic manner
- Adaptable and imaginative
- Interpersonal skills
- Ability to travel to other sites.



# Job Description

Employee signature

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Manager signature

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