

**Band 5 JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:** Staff Nurse  
**Band:** 5  
**Accountable To:** Clinical Nurse Manager  
**Department/Directorate:** The Exeter Hand Unit/ Surgical Services

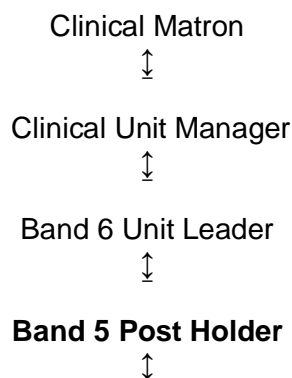
**Job Purpose:**

- The post holder will be working in the newly built Exeter Hand Unit and will be looking after patients who are attending the unit for both elective and trauma, plastics day surgery. These procedures will take place within the minor procedure theatre. Patient will be operated on under local anaesthetic or regional block.
- The successful candidate will be primarily responsible for caring for patients' peri-operatively. They will be responsible for: admitting patients; completing necessary pre-procedure checks; monitoring patients' post-procedure; administering required medication; assessing and treating wounds including the application of appropriate dressings; and organising appropriate follow up appointments / patients discharge from the unit. The successful candidate will also be the registrant supervising Senior Health Care Assistants working in the adjacent outpatient clinics within the department.
- This will involve working within agreed protocols and guidelines.
- The post-holder will also be required to work flexibly within the wider department which will include assisting in the Exeter Hand Unit Minor Procedures Theatre, The Plastic Surgery Trauma Unit and The Plastics Wound Assessment Clinic.
- To be aware of professional limitations and seek advice of senior colleagues.
- Maintaining effective communication skills with the multi-disciplinary team.
- Work collaboratively with the multi-disciplinary team.

**Key Working Relationships:**

- Band 7 Clinical Unit Manager, Band 6 theatre unit leader, Clinical Matron, Specialist Nurses, qualified practitioners & out-patient department staff.
- Junior Doctors, Plastic Surgeons & Hand Surgeons
- Administration clerical staff
- Allied Health Professionals

**5. ORGANISATIONAL CHART**



## Band 3 HCA's

### **Key Result Areas/Principal Duties and Responsibilities:**

#### **Care management**

- In collaboration with the clinical team, ensure clinical practice is patient centred and research based in accordance with the NMC Code of Professional Practice.
- To take a clear and concise nursing history from the patient.
- To ensure that patients receive accurate and concise pre and post procedure information
- To demonstrate appropriate clinical assessment skills related to pre and post procedure care.

#### **Quality Management:**

- Demonstrates knowledge of Trust's processes
- Supports the Clinical Unit Manager in setting, monitoring and developing standards of care, policies and procedures.
- Assists with the planning and implementation of improvements to patient services.
- Assists with the implementation of improvements to working methods and practices.
- Participates in and contributes to changes and improvements within the Directorate and the Trust.
- To take appropriate action to ensure the safety of patients, including the appropriate delegation of patient care to support workers with the appropriate level of skill at all times. To report any incidents to the Clinical Unit Manager and Clinical Matron.

#### **Financial Management:**

- To assist with the monitoring and control the use of resources within budgetary limits.
- To assist with the analysis of staffing requirements against workload activity.
- To contribute to the allocation and distribution of staffing in order to provide efficient labour utilisation within budgetary limits.
- To contribute to the efficient use of resources.

#### **Information Management:**

- To assist with the collection, recording and storage of information.
- To contribute to the analysis and use of relevant information in decision making, problem solving and care management.
- Maintains good relations and communications with other departments and multi-disciplinary teams to ensure a collaborative approach to care.
- Maintains accurate records at all times, ensuring appropriate reporting mechanisms are used.

#### **Staff Management:**

- To provide instruction and information to the team and individuals.
- To assist with monitoring junior staff performance against objectives set with them.
- To assist with the assessment of skills and competencies of junior staff.
- To supervise, develop and coach individual staff so that they function effectively within the roles and responsibilities as laid down by the Trust's Vision for Nursing.

- To participate in teaching for all learners in accordance with their objectives. To provide support and supervision of learners.
- To maintain systems of workload allocation which are equitable and within the competence and capabilities of individual staff and teams.
- To develop own management skills and competence.
- To manage the clinic in the absence of more senior nursing staff.

**Professional Development:**

- Develop own knowledge and skills and contribute to the development of others.
- To participate in the teaching programme.
- Maintain a wide knowledge of current nursing issues by reading relevant journals and attending study days where appropriate, promoting the implementation of research-based practice.
- To assist nurses within the team to develop their professional knowledge and skills and to transfer these into their nursing practice.
- To develop own knowledge and practice.
- To practice according to NMC Codes and standards.

**Other:**

- To participate in regular performance appraisal and lead the appraisal of junior staff members.
- To take all measures to ensure safety and report all accidents/incidents to the Clinical Unit Manager and Clinical Matron.
- To monitor the safe and effective use of all equipment and supplies.
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.
- To contribute to and work within a safe working environment.
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.
- To undertake any other duties commensurate with the role.
- To take part in regular performance appraisal
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
- To contribute to and work within a safe working environment
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all 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 will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

**PERSON SPECIFICATION**

**POST : Staff Nurse**

**BAND: 5**

REQUIREMENTS	At Recruitment	At KSF 2nd Gateway
<b><u>QUALIFICATIONS/SPECIAL TRAINING :</u></b>		
Registered Nurse	E	E
1 year post registration experience	E	E
Experience of recent, relevant acute nursing	E	E
Diploma in Nursing Studies or equivalent	E	E
Up to date professional portfolio	E	E
<b><u>KNOWLEDGE/SKILLS:</u></b>		
Venepuncture/cannulation skills	D	E
Works within NMC Codes, Statutory and Trust Policies and guidelines	E	E
Able to identify priorities and effective time management	E	E
Able to problem solve and make decisions	E	E
Evidence of regularly teaching colleagues, patients & carers	D	E
Understand the importance and relevance of nursing research and uses this to improve clinical practice	E	E
Able to use resources efficiently and effectively	E	E
<b><u>EXPERIENCE:</u></b>		
Enthusiastic, highly motivated and committed to a developing service	E	E
Able to be assertive when necessary and remain calm in a busy environment	E	E
Able to work constructively in a multi-disciplinary team	E	E
Good attendance record	E	E
Smart professional appearance	E	E
Good communication skills	E	E
<b><u>PERSONAL REQUIREMENTS:</u></b>		
Able to work as a team member	E	E
Flexibility in learning new skills with a positive response to a changing NHS environment	E	E
Motivated to further personal development and professional development of the nursing team	E	E

\* Essential/Desirable

Hazards within the role, used by Occupational Health for risk assessment					
Laboratory Specimens		Clinical contact with patients	X	Performing Exposure Prone Invasive Procedures	
Proteinacious Dusts		Dusty Environment		VDU Use	X
Blood/Body Fluids	X	Challenging Behaviour	X	Manual Handling	X
Radiation		Driving		Noise	
Solvents		Food Handling	X	Working in Isolation	
Respiratory Sensitisers					