

## JOB DESCRIPTION

<b>1. Job Details</b>	
Job Holder:	
Job Title:	<i>Band 5 Staff Nurse</i>
Responsible to:	<i>Senior Nurse</i>
Professionally Responsible to:	<i>Senior Nurse</i>
Grade:	<i>AFC</i>
Unit:	<i>ICU/HDU</i>
Location:	<i>NDDH</i>

<b>2. Job Purpose</b>
<p>To provide registered nursing skills as an accountable member of the multidisciplinary team delivering evidence based care. The postholder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice, without direct supervision and to supervise and provide leadership to junior staff.</p>

<b>3. Dimensions</b>
<p>Services a Ward/Unit of up to a maximum of 7 beds            No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs).            Responsible for the safe handling of patient property/valuables in line with ward procedures and Trust SFIs.</p> <p>To meet the needs of the service and minimise clinical risk may be required to work in other areas as appropriate and as directed by the Ward Manager/Senior Nurse.</p>

<b>4. Organisational Chart</b>
<p><i>Senior Nurse</i></p> <p>—</p> <p><i>Shift Leader</i></p> <p>—</p> <p><b><i>Band 5 Nurse</i></b></p> <p>—</p> <p><i>Supervision of Band 5 Nurses, Health Care Assistants, Nursing Auxiliaries and Healthcare Learners</i></p>
<p>N.B. If the organisational structure is complicated a separate chart may be attached.</p>

## **5. Main Tasks/Duties and Areas of Responsibility**

Responsible for the assessment of care needs and development of programmes of care, including implementation and evaluation for a select group of patients, to ensure that high quality evidence-based care is delivered.

Responsible for communicating and involving patients and their families/carers during the planning and delivery of care to ensure that they understand and agree with the programme of care.

Give appropriate advice, support and education to the patient and their family/carer.

Responsible for carrying out all forms of care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures.

Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment.

Responsible for maintaining up-to-date, accurate and comprehensive paper and electronic records.

As part of the multidisciplinary team participate in discharge planning, to ensure continuity of care for patients and that all necessary follow-up arrangements have been made.

Be alert to the health and safety of self, staff, patients and any member of the public on Trust property and comply with and promote the Trust's Health and Safety Policy.

'Ensure safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy'

Administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines.

In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Ward/Unit/Department.

Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved.

As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking immediate action utilising the relevant Trust procedures.

Initiate and/or participate in the audit process and professional and managerial projects as/when required.

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service. Maintain an up-to-date Personal Development Plan.

Promote and support innovative and research based practice ensuring the development of accountability in all areas of practice.

Utilise educational opportunities to facilitate learning in the clinical situation.

Participate in the training, education and assessment of pre and post registration nurses, Auxiliary Nurses and other Healthcare Learners completing NVQs and other forms of qualification.

Participate in the development and delivery of the induction programme for junior members of staff.

Participate in, and promote clinical supervision.

Participate in major incident call-out.

Participate in the safe transport of critically ill patients.

General

### **Infection Control**

Ensure safe practice to minimize the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of responsibilities as listed in the Infection Control Operational Policy.

General

Act in accordance with the NMC Code of Professional Conduct.

Be aware of and work within the policies and procedures adopted by Northern Devon Healthcare Trust.

Carry out other duties as may be required and which are consistent with the responsibilities of the post. Learn new skills associated with the role.

Attend mandatory training relevant to post as specified by the Trust.

Adhere to the Northern Devon Healthcare Trusts Confidentiality guidelines.

This post involves substantial access to children and vulnerable adults. The Trust is required by the Protection of Children Act 1999 and Criminal Justice and Court Services Act 2000, to check the background of appointed candidates before confirming a contract of employment.

If an offer of employment is made to you for this post, a check will be made with the Criminal Records Bureau to confirm whether you have a criminal record. Failure to disclose, and/or give false information may lead to the withdrawal of an offer of employment.

## **6. Communication and Working Relationships**

Line Manager

Unit Ward/Department Nursing Team

Multidisciplinary Team

Other Trust/PCT departments eg: Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and Sodexo.

Patients

Carers and Families

## **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate

whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- 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.
- Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.
- 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.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to The Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer’s disciplinary procedure.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature:** .....

**Date:** .....

**Manager’s Signature:** .....

**Date:** .....