

**Royal Bournemouth and Christchurch Hospitals NHS
Foundation Trust**

JOB DESCRIPTION

Job Details

Job Title:	Staff Nurse (Older Person's Medicine)
Band:	5
Directorate:	Older Person's Medicine
Department:	Ward 26
Base:	Royal Bournemouth Hospital
Responsible To:	Ward Sister / Charge Nurse
Professionally Accountable To:	Matron / Senior Clinical Lead for Older Person's Medicine

Job Purpose

To assist the Sister/Charge Nurse in providing high quality nursing care and treatment of patients in conjunction with other professionals through the hospital's multi-disciplinary assessment, treatment and care programmes

To support the Trust strategy, delivering a quality healthcare service for patients and their families/carers.

To work within and to support the Trust Objectives and the ward/departments philosophy and standards

Duties and Responsibilities

Communication and Working Relationship Skills
<ul style="list-style-type: none">• To provide high standards of individualised nursing care for patients and their families by assessing, planning, implementing and evaluating care.• Recognise and report appropriately any changes in patient's condition and escalate appropriately.• To play an active part in the wards multi-disciplinary patient treatment programme.• Provide safe and effective nursing care and psychological support to both patients and their significant others.• Due regard to be given to customs, values and spiritual beliefs of patients and families.• Demonstrate the principles of patient safety by ensuring that all treatment and procedures are delivered by competent, appropriately trained staff, including health care assistants.

- Act as a role model by demonstrating the professional standards and proactively reporting inappropriate behaviour and practice
- Demonstrate accepted organisational behaviour to support the quality and patient safety strategy.
- Ensure and maintain the privacy and dignity of patients at all times
- To maintain accurate and confidential patient health records
- To lead and manage the daily activities of the ward in the absence of senior staff, escalating to the senior nurse for the directorate appropriately within hours or to the clinical site team out of hours

Analytical and Judgemental Skills

Planning and Organisational Skills

- To develop leadership and management skills to ensure a safe environment for the delivery of patient care on a day to day basis through effective critical decision making
- To be involved in the development of the department/ward service, in collaboration with the MDT, to meet the patients' needs
- To build effective working relationships with the ward/department team, and the wider MDT, to meet patient and service needs
- To provide, receive, interpret and communicate information with the MDT
- To attend and participate in department/ward meetings
- To support the Clinical Leader to develop actions to improve the patient experience results
- To be a patient advocate

Responsibility for Patient/Client Care, Treatment and Therapy

Responsibility for Policy and Service Development Implementation

- Develop audit skills to demonstrate that implementation and delivery of evidence based practice within the clinical area
- Participate in both clinical and organisational audit as required, to continually evaluate the effectiveness of the service
- To identify and participate in research and audit activities that enhance, evaluate and influence patient care and experience.

Responsibility for Finance, Equipment and Other Resources

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- | |
|---|
| <ul style="list-style-type: none">• To be accountable for own professional practice and responsible for acquiring, developing and maintaining competencies and skills• To act as a resource for an identified topic• Support and educate junior staff• To provide individualised patient education as required |
|---|

Responsibility for Information Resources and Administrative Duties

Responsibility for Research and Development
--

Freedom to Act

Any Other Specific Tasks Required
--

CONDITIONS OF SERVICE

As laid down by the Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general. All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 10% carbon reduction by 2016.

Criminal Records Disclosure

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DoH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....
Manager

Signed..... Date.....
Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.