**JOB DESCRIPTION**

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| **JOB TITLE** | Staff Nurse |
| **PAY BAND** | Band 5 |
| **DEPARTMENT** | As per the advert |
| **BASE** | East Cheshire NHS Trust, Macclesfield |
| **RESPONSIBLE TO** | Senior Sister |
| **ACCOUNTABLE TO** | Head of Service |
| **RESPONSIBLE FOR** | Junior Staff |

**Job Summary**

The role of a Staff Nurse is to support in the assessment, planning, delivery and evaluation of high quality nursing care. Working as part of a multidisciplinary team, the staff nurse will ensure patients receive the highest level of care, delivered using a holistic, patient-focused approach, while ensuring high standards of documentation are maintained.

**Key Duties/Responsibilities**

**CLINICAL CARE**

1. Contribute to and ensure the timely and efficient admissions and transfers of patients to and from the emergency department/ wards/ hospitals.
2. Participate and assist in the early assessment and implementation of safe discharge planning utilising appropriate resources and referral systems and to act as a role model to more junior members of staff.
3. Take responsibility for a caseload of patients as required; accountable for assessing, planning, implementing and evaluating, and delivering high quality, evidence-based care, including maintaining high standards of documentation.
4. To demonstrate effective communication skills in the planning and delivery of care, by liaising with the Senior Sister, multi-disciplinary team, other health professionals, patients and their families/ carers.
5. To support and maintain patient safety by undertaking clinical risk assessments and utilising the clinical incident reporting system.
6. To obtain informed consent from patients before carrying out programmes of care.
7. To raise clinical concerns with appropriate personnel.
8. To use own learning experience to enhance work within the team to promote effective patient care.
9. To ensure own actions contribute to the maintenance of a quality service provision.
10. To support and encourage patient empowerment and assist patient choice through the provision and teaching of health promotion, PPI and PALS involvement.
11. To support and monitor patients, encouraging them to promote their own health and wellbeing.

**MANAGERIAL RESPONSIBILITIES**

1. In the absence of a senior nurse, to take responsibility for managing the ward team, ensuring the smooth running of the ward by prioritising, organising workload and appropriate delegation of skill mix and providing feedback to the shift/ team leader.
2. To assist in dealing with complaints in the first instance and act as an advocate for patients, using the correct channels and procedures to refer on complaints that cannot easily be resolved. In the absence of the senior nurse, to take responsibility for managing and responding to complaints directed at ward level during the rostered shift as team leader and report the incident to the ward manager on their return.
3. Under the direction of the Senior Sister, assist in the supervision and mentorship of student nurses and other junior staff as delegated, and within own level of experience.
4. To lead by example adopting an accountable and professional manner at all times acting as a role model/ advocate for members of junior staff, patients and carers.
5. To demonstrate effective communication with all members of the multi-disciplinary team and maintain effective working relationships with colleagues.
6. To assist in the co-ordination of efficient and effective admissions, discharges and transfers by liaising with bed managers and other professionals using all resources available inclusive of the discharge lounge.
7. To liaise with the Senior Sister to establish current budget positions and support the manager in providing a high quality service within a specified budget and demonstrate an awareness of cost and the processes/systems within the organisation for the ordering of supplies and equipment.
8. In the absence of senior nurse, to complete associated documentation in relation to sickness returns etc.
9. To demonstrate a proactive approach to risk management and the concepts of clinical governance at ward level and within the organisation.
10. To be aware of and work within the Trust’s Equality & Human Rights Policy and to treat all contacts; colleagues, patients, carers, volunteers and visitors, with dignity and respect.

**RESEARCH AND EDUCATION**

1. To contribute to the continuing professional and personal development, facilitating lifelong learning and supporting a working environment that supports professional growth and service developments.
2. To contribute and promote an awareness of audit, research and participate in service developments in order to assist and support the Senior Sister to improve the quality of person-centred care whilst maintaining professional standards.
3. To be responsible for the self-development of skills and competencies through participation in mandatory training and development activities and maintain up to date evidence based professional knowledge, relevant to the post.
4. To develop a broad understanding and actively contribute to the principles of modernisation and service improvement in relation to your work area.
5. To be aware of and demonstrate evidence based practice to continually enhance the delivery of patient centred care.
6. To maintain awareness of research, audit and development undertaken by others.
7. To assist student nurses and other junior colleagues in attaining their learning objectives and to keep updated with relevant research/current practices appropriate to the clinical area and contribute in the teaching programmes of other members of junior staff in line with their personal development and under the direction of the Senior Sister.
8. To lead by example by adopting an accountable and professional manner at all times and to act as a mentor and advocate for junior staff.

**PROFESSIONAL**

1. To maintain own NMC registration and personal portfolio in line with PREP guidelines and professional development.
2. To take responsibility and ownership of personal and professional development with the support of Senior Sister and Matron.
3. To maintain and develop appropriate clinical skills to ensure best practice and demonstrate competencies commensurate with the band.
4. To practice in accordance with the professional, ethical and legal framework for nursing.
5. To participate in the Trust’s performance appraisal system and to undertake any identified training and development related to the post.
6. To abide by all relevant Trust and Departmental policies/protocols including Confidentiality and Data Protection. The post holder is reminded that any breach of the Trust’s confidentiality policies and procedures will result in disciplinary action.

**This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.**

**GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS**

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust’s Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

**Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

**Infection Control:**

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

**Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

**Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Human Rights:**

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

**Values based Recruitment**

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust’s core values.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**SAFEGUARDING Adults and Children**

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

**Disclosure and Barring Service (DBS):**

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”.

The Trust requires an EnhancedDisclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

**THE TRUST OPERATES A NO SMOKING POLICY**

**PERSON SPECIFICATION**

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| **JOB TITLE** | Staff Nurse |
| **PAY BAND** | Band 5 |

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | Current first level registration in General / Adult Nursing | Minimum 12 months experience in area of specialism  Evidence of Continuous Professional Development | Application & Interview |
| **KNOWLEDGE** | Demonstrates commitment to own personal development  Demonstrates competence in :   * Assessing patient condition and plan and implement care * Effective documentation of care delivery | Demonstrate evidence based decision making | Application & Interview  Interview & Assessment |
| **SKILLS** | Ability to delegate safely  Ability to prioritise tasks and take action  Demonstrates effective communication skills, both written and oral | Ability to problem solve | Interview, Assessment & References |
| **EXPERIENCE** | Experience of using a multi – disciplinary approach to patient care | Experience of managing a group of staff to deliver patient care  Involvement in using evidence to implement improvements in practice/ protocol or procedures  Evidence of designing and delivering education to junior staff | Interview, Assessment & References |
| **OTHER** | Acts with professionalism and integrity  Enhanced DBS Clearance  Occupational Health Clearance | Demonstrates commitment to patient care and the Trust by adopting a flexible approach to work | Interview  Pre-employment Checks |

The Local Area



**Working and Living in Macclesfield**

Nestled on the edge of the Peak District and Cheshire Plains, Macclesfield has breath taking countryside, parks, rivers, canals, reservoirs and woodland all on the doorstep.

Macclesfield has a population of just over 50,000. Out of town shopping complexes complement the historic town centre which has numerous independent shops, restaurants, bars, coffee shops and national chains. The small theatre, cinema, leisure centre and numerous sports clubs offer plenty of entertainment and alongside a monthly artisan market, Macclesfield is a vibrant, sociable, family-friendly place to live.

There is excellent choice of housing in the locality – choose from narrow streets of terraced [Victorian houses](http://www.aboutbritain.com/articles/victorian-houses.asp) located alongside parks, churches and [listed buildings](http://www.aboutbritain.com/articles/listed-buildings.asp) or more modern housing estates, surrounded by beautiful Cheshire countryside and farmland.

There is a wide choice of schools in Macclesfield and the surrounding area, the majority of which have been rated Outstanding or Good by Ofsted.

The cities and towns of Manchester, Chester and Liverpool are within easy reach with good transport links for many great shopping and cultural attractions. Manchester airport is a 20 minute drive away and 6 times a day there are direct trains to London ensuring everywhere is easily accessible.