



Staff Nurse Job Description

Job Title:	Staff Nurse
Band:	Band 5
Responsible to:	Ward Manager
Accountable to:	Ward / Department Manager

Warrington and Halton NHS Hospitals – About Us

Vision: “We will be the change we want to see in the world of health and social care”

Mission: “We will be **OUTSTANDING** for our patients, our communities and each other”

To achieve our vision we believe we need to focus on the **Quality** of our services, on the **People** who deliver them and on ensuring our organisation’s **Sustainability** with the wider health economy in which we operate. We call this our **QPS** framework and we use QPS to shape our future strategy and to help us to deliver our vision and mission.

The QPS framework is based on our own priorities and needs and the local and national priorities for the NHS over the coming years. The three elements of QPS are:



We will... **Always put our patients first** through high quality, safe care and an excellent patient experience



We will... **Be the best place to work** with a diverse, engaged workforce that is fit for the future



We will... **Work in partnership** to design and provide high quality, financially sustainable services

Putting people first remains our collective and individual responsibility and is central to the delivery of high quality care that is safe, effective, caring and responsive. The Trust has developed its 'We Are' values which promote a culture that learns from its mistakes, from excellence and innovations, where our staff feel valued for their contribution to delivering a first class service.

'We Are WHH' and together we will make a difference:



Our WHH Values



Working Together: We will work together to ensure patients come first and our staff feel valued.



Excellence: We will provide excellent care.



Accountable: We will take responsibility to do the right thing, in the right way at the right time.



Role Models: What others observe in us will inspire them to do better.



Embracing change: We are always learning and improving for our patients, the public and each other.

Role Summary

The post holder is responsible as a registered, accountable and autonomous nurse to act in the best



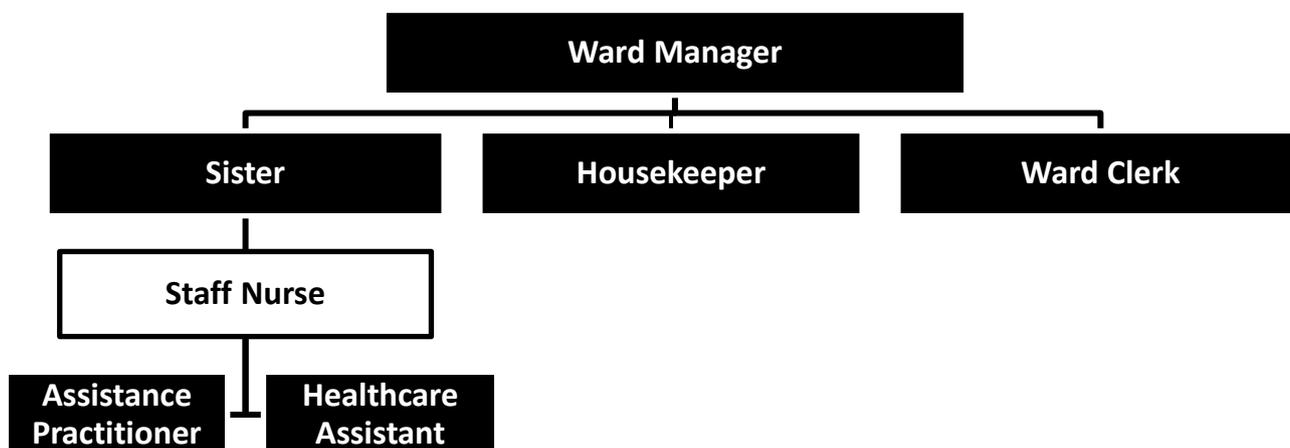


interests of patients at all times and take responsibility for own actions and decisions. You will be responsible for planning, delivering and supervising safe and compassionate care, and evaluating the effectiveness of care. You will be required to demonstrate leadership qualities and be open, transparent and trustworthy.

The post holder will support staff in the development of clinical procedures, protocols and practice to ensure the effective delivery of service to patients within the Trust.

The role will involve rotation across other wards and settings to support and enhance competencies in supporting and caring for older people.

Organisation Chart



Main Tasks and Responsibilities

- ◆ Ensure that the patient’s pathway through the ward is delivered efficiently and with expert clinical and effective communication skills



- ◆ Perform comprehensive assessment of patient nursing needs, plan, implement and evaluate care delivery according to changing health care needs and varying levels of complexity.
- ◆ To provide advice and support to all staff working in the department and encourage best practice. Act as a professional leader and role model in all aspects of work.
- ◆ Recognises and responds appropriately to urgent and emergency situations. Ensure all emergency equipment is fit for purpose and ready to use.
- ◆ To prepare, organise and instruct patients both individually and in group activities surrounding health promotion, infection control, falls prevention etc.
- ◆ Maintain clear accurate records of all patient interventions in line with Trust's Record Keeping Standards.
- ◆ Ensure that all nursing care is provided with compassion, is of a high standard, appropriate and is consistent with clinical guidelines, is evidence based and meets individual needs.
- ◆ Perform recording of vital signs demonstrating an awareness of normal blood pressure, pulse, temperature and respiratory parameters and know how to act on results outside normal parameters
- ◆ Communicate effectively with patients, carers, colleagues and outside agencies on a range of matters with tact and diplomacy where the information may be sensitive, overcoming barriers to communication as they arise
- ◆ Communicate condition related information with patients, carers, members of the (MDT) working collaboratively with health and social care professionals to ensure patient needs are met
- ◆ Provide information and advice to patients and carers regarding the areas services and after consultation, ensure that the patient is aware of the outcome of their care and any subsequent follow up arrangements.
- ◆ Monitor stock of medication, maintaining appropriate storage conditions and report any discrepancies in stock immediately



- ◆ Safely dispense and administer medication in line with the Trusts Medicines Policy.
- ◆ Up-date patient documentation both electronic and written, including referrals to other departments/specialties
- ◆ Apply problem-solving skills to a range of practice situations
- ◆ Prioritise own work load

Staff Management, Education and Training

- ◆ Co-ordinate the ward in the absence of the ward manager
- ◆ Maintain competencies and mandatory training as required within job role
- ◆ To participate in training activities within own areas
- ◆ Train, assess and mentor unregistered and new nursing staff in competencies linked to the area.
- ◆ Maintain a personal development plan and an annual programme of learning and development to ensure clinical practice is based on best practice and up to date
- ◆ To participate in an annual performance review with line manager to identify personal development needs.
- ◆ Promote an effective learning environment

Clinical Governance, Audit and Research

- ◆ Keep up to date with all policies, procedures and protocols related to client group/organisation and relevant clinical practice
- ◆ To actively contribute to providing a safe environment for patients, staff and visitors to their areas; assessing and minimising risks where possible
- ◆ Understand the boundaries of the role and acts in a way that is consistent with legislation,



policies, procedures and acquisition of competencies.

- ◆ Participate in clinical audit
- ◆ Treat all staff, patients and relatives with respect and equality as per Trust policy
- ◆ To actively ensure the privacy and dignity of patients is not compromised
- ◆ To ensure that all patient information is confidential and is not disclosed to any third party except with the permission of the patient, nurse or medic
- ◆ To report any untoward incident or occurrences
- ◆ To present an appearance which gives a positive image of the Trust and act in a manner which is appropriate and inspires confidence
- ◆ Monitor and maintain health, safety and security of self and others

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder.

Trust Policies and Procedures

The post holder is required to comply with Trust Policies, Procedures and Standards at all times.

Confidentiality

The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines and Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk Management

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly and co-operate with any investigations undertaken.

Health and Safety



All staff must be aware of their responsibilities under the Health and Safety at Work Act 1974 and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Equal Opportunities

The trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts Of Interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends.

The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the Local Health Community.

Staff are not allowed to further their private interests in the course of their NHS duties.

Appraisal and Statutory Training

All newly appointed staff will receive an initial appraisal within 6 months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis.

The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

Safeguarding Statement

Warrington and Halton Hospital 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 and Social Care Act 2008 (updated 2010), 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 where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of Departments, Matrons and other 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.

Additional Information

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following web site, www.gov.uk/disclosure-barring-service-check

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.



Staff Nurse Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of working as part of a multidisciplinary team	Acute hospital experience
QUALIFICATIONS	Registered Nurse with a diploma/degree or relevant experience	



<p>SKILLS, KNOWLEDGE & COMPETENCIES</p>	<p>Excellent communication skills both written and verbal with the ability to overcome barriers to communication</p> <p>Act as a facilitator and enabler with patients / carers</p> <p>Demonstrate evidence of personal development</p> <p>Good organisational skills and able to prioritise and delegate</p> <p>Confident in dealing with difficult situations</p> <p>Able to motivate and encourage others</p> <p>Evidence of continued professional development</p> <p>IT literate</p>	<p>Audit skills</p> <p>Proven experience in advising, teaching</p> <p>Experience of working between primary and secondary care settings</p> <p>Experience of working closely with external providers to ensure that patients are directed to the right sort of support and services available to them</p>
<p>SPECIFIC JOB REQUIREMENTS (e.g. physical demands)</p>	<p>Team player</p> <p>Flexible</p> <p>Motivated</p> <p>Good time management</p> <p>Able to use own initiative</p> <p>Demonstrate a commitment to lifelong learning</p>	



OTHER	Understanding of local and national drivers for service delivery	
--------------	--	--

Last Updated: 16/05/2019