

## Job Description

<b>JOB TITLE:</b>	<b>Staff Nurse</b>
<b>DIVISION:</b>	<b>SURGICAL DIVISION</b>
<b>SPECIALITY:</b>	<b>Major Trauma Unit</b>
<b>GRADE:</b>	<b>Band 5</b>
<b>REPORTS TO:</b>	<b>Ward Sister</b>
<b>ACCOUNTABLE TO:</b>	<b>Matron</b>

### JOB SUMMARY

The post holder will be required to assess the care needs of patients and develop a programme of care which is evaluated and amended as appropriate. In addition, the post holder will be expected to carry out relevant forms of care without direct supervision. He/she will not be required to regularly take charge of the ward in the absence of the person who has continuing responsibility.

### VALUES AND BEHAVIOURS:

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

<b>Thoughtful Patient Care</b>	<b>Continuous Improvement</b>
<b>Caring and helpful</b> <ul style="list-style-type: none"> <li>• <b>Polite</b>, respect individuals, thoughtful, welcoming</li> <li>• <b>Helpful</b>, kind, supportive, don't wait to be asked</li> <li>• <b>Listening</b>, informing, communicating</li> </ul>	<b>Accountable and reliable</b> <ul style="list-style-type: none"> <li>• Reliable and happy to be <b>measured</b></li> <li>• <b>Appreciative</b> of the contribution of others</li> <li>• Effective and supportive <b>team-working</b></li> </ul>
<b>Safe and vigilant</b> <ul style="list-style-type: none"> <li>• <b>Clean</b> hands and hospital so patients <i>are</i> safe</li> <li>• <b>Professional</b>, ensure patients <i>feel</i> safe</li> <li>• <b>Honest</b>, will speak up if needed to <i>stay</i> safe</li> </ul>	<b>Best use of time &amp; resources</b> <ul style="list-style-type: none"> <li>• <b>Simplify processes</b>, to find more time to care</li> <li>• Eliminate <b>waste</b>, investing for patients</li> <li>• Making <b>best use of every pound</b> we spend</li> </ul>
<b>Clinically excellent</b> <ul style="list-style-type: none"> <li>• Best outcomes through <b>evidence-led</b> clinical care</li> <li>• <b>Compassionate, gentle</b>, see whole</li> </ul>	<b>Innovation for patients</b> <ul style="list-style-type: none"> <li>• Empowerment to act on <b>patient feedback</b></li> <li>• Improvement led by <b>research</b> and</li> </ul>

<p>person</p> <ul style="list-style-type: none"> <li>• <b>Value patients' time</b> to minimise waiting</li> </ul>	<p>evidence</p> <ul style="list-style-type: none"> <li>• <b>Teaching</b> the next generation</li> </ul>
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### **KEY JOB RESPONSIBILITIES**

1. Be responsible for the assessment of care needs and the development of programmes of care ensuring that these are evaluated and amended as appropriate.
2. Document the condition and progress of patients and report to senior nursing staff and/or medical staff any areas of concern.
3. Undertake nursing procedures and techniques in accordance with agreed policies and guidelines.
4. Demonstrate clinical procedures to registered and unregistered staff as required.
5. Take charge of the clinical area at times in the absence of the person who has continuing responsibility or his/her deputy.
6. Supervise unregistered (and at times registered) staff as appropriate.
7. Maintain effective channels of communication.
8. Be aware of the need for confidentiality both in the written and spoken word.
9. Maintain an awareness of the developments in the care and treatment of patients in order to be able to carry out duties competently and efficiently.
10. Take all reasonable steps to ensure the safe keeping of patients' property in accordance with the Patients' Property Procedure.
11. Assist the Sister/Charge Nurse in the implementation, monitoring and evaluation of all policies and procedures.
12. Comply with all Hospital policies with particular regard to the policies and procedures carried out in maintaining staff and patient safety.
13. Comply with the Drug Custody and Administration Code of Practice.
14. Report all accidents and untoward incidents to the Nurse-in-Charge of the ward and complete an incident form in accordance with Trust policy.
15. Assist the Sister/Charge Nurse in introducing new members of staff to their duties.
16. Ensure where appropriate that the programmes of training for learners, both student nurses and nursing auxiliaries/health care assistants are completed.
17. Undertake formal and informal teaching sessions as required and undertake training to act as a mentor to students.
18. Ensure that the rights, dignity and confidentiality of the patient are protected at all times.

Where not expressly stated in the core duties include the post holder's responsibility for patient/client care, policy or service development/implementation, physical and financial resources, human resources, information resources and research & development

## **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

### **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

### ***For senior/clinical managers the following statement must also be included***

*The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.*

### **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

### **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

### **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

### **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

### **WORKING CONDITIONS**

Describe the post holder's normal working conditions (*such as exposures to hazards, requirement for physical effort etc*).

### **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

### **Service Review**

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

### **The Nottingham NHS Treatment Centre**

The new Nottingham NHS Treatment Centre opened on the QMC campus in late July 2008. The Nottingham NHS Treatment Centre is run and managed by Nations Healthcare - an Independent Sector Provider. A range of outpatient, day case and diagnostic services are transferring into the Treatment Centre from Nottingham University Hospitals NHS Trust in a phased way over a period of several months. As a result of this, the work that you do may be affected in one of several ways:

1. Your work may not be affected at all.
2. You may be required to undertake work on behalf of the Treatment Centre.
3. You may be required to undertake some of your existing work in the Treatment Centre.
4. You may be seconded to work in the Treatment Centre.

Staff seconded to do all or some of their work in the Treatment Centre will remain the employees of Nottingham University Hospitals Trust and throughout the period of their secondment.

### **Job description reviewed**

Date