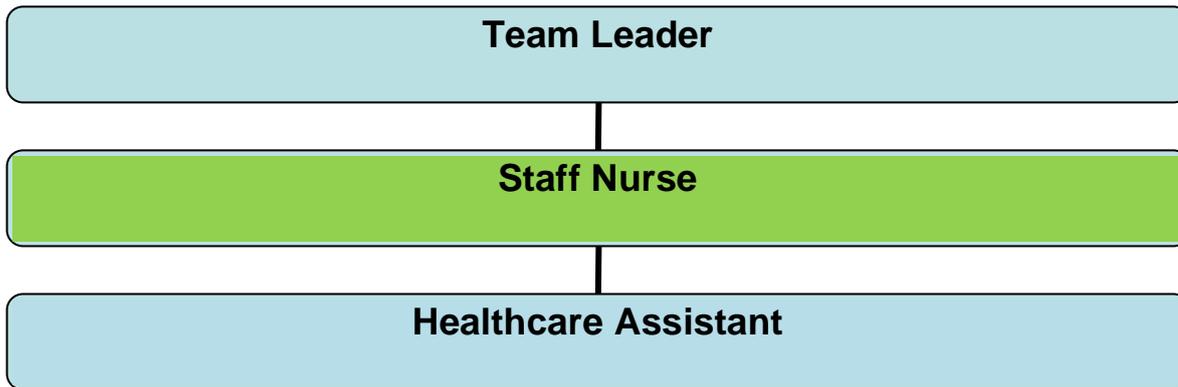


**LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST  
HUMAN RESOURCES DIRECTORATE**

**JOB DESCRIPTION**

**JOB TITLE:** Bank Staff Nurse  
**DIRECTORATE:** Workforce and Education  
**REPORTS TO:** Ward Manager  
**ACCOUNTABLE TO:** Temporary Staffing Manager  
**DIRECT REPORTS:**



**HOURS:** Ad-hoc  
**LOCATION:**  
**BAND:** 5

**KSF Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	3	3	2	3	2

**Role Summary**

Responsible for planning, delivering and evaluating the personalised health and wellbeing care needs of patients, in line with the Trust's Values & Nursing & Midwifery Professional Framework goals example: personal hygiene and comfort, vital signs and EWS, early recognition and management of acutely ill patients, safe transportation, last offices, fluid balance monitoring, enteral feeding/ meeting nutritional needs, ECG, wound dressings, removal of sutures/clips, catheterisation, venepuncture, cannulation, blood transfusion, palliative and terminal care, care of central lines, admission and discharge, nasogastric tube insertion & care, care of epidural and IV infusion pumps, psychological and spiritual support.

To provide clinical supervision and advice for other staff and students to support them in reaching their full potential

To support the productive operation of the ward environment by undertaking a range of activities which contribute to the maintenance of a safe and clean environment.

**To act at all times in a manner that upholds the Trust's values and & Nursing & Midwifery Professional Framework goals, working as part of a team to ensure that patients and relatives receive excellent care with compassion.**

## Our Values



### Being Caring and Compassionate

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### Recognising Individuality

*Appreciating differences, making staff and patients feel respected and valued.*



### Seeking to Involve

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*



### Building Team Spirit

*Working together as one team with shared goals doing what it takes to provide the best possible service.*



### Taking Personal Responsibility

*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES	Link to Values				
						
<ul style="list-style-type: none"> <li>Assess, plan, implement and evaluate care to meet patients' needs in accordance with agreed local and national standards and evidence based guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes and records full initial assessment at earliest opportunity</li> <li>Own patients have a care plan that is up to date, relevant and meets Activities of Daily Living, presenting condition and risk assessment needs.</li> <li>Performs nursing care and enhanced clinical skills to a high quality standard.</li> <li>Has achieved and maintained core and specific competencies.</li> <li>Demonstrates compassion by recognising and responding to individual needs in a warm, thoughtful, sensitive and helpful</li> </ul>	√	√	√		

**Excellent care with compassion**

	<ul style="list-style-type: none"> <li>way</li> <li>Proactively engages with patients, relatives and carers to seek their views, gain agreement and to keep them informed about their treatment and care</li> <li>Demonstrates safe &amp; timely administration and storage of oral and IV medications</li> <li>Escalates concerns about patient condition in a timely manner where unable to provide appropriate intervention</li> <li>Receives positive feedback from own patients/relatives/team /students.</li> <li>Provide patients with appropriate activities and stimulation to promote well being and recovery in particular when providing enhanced care</li> </ul>					
<ul style="list-style-type: none"> <li>Support and provide patient education and health promotion</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes all relevant health assessments in a timely manner</li> <li>Gives health promotion advice or refers to specialist</li> </ul>					
<ul style="list-style-type: none"> <li>Be responsible for the delivery and co-ordination of care, through appropriate professional practice, delegation and supervision of duties carried out by junior staff</li> </ul>	<ul style="list-style-type: none"> <li>Prioritises own work appropriately and manages own time effectively</li> <li>Delegated duties are realistic, achievable and take into account team members' role, abilities and development needs.</li> <li>Junior staff and students are appropriately supervised and supported, appropriate to own stage of development in role.</li> </ul>				√	√
<ul style="list-style-type: none"> <li>Proactively manage risk and maintain patient safety, conforming to health, safety and security legislation, policies, procedures and guidelines.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Carries out patient based risk assessments e.g falls, nutrition, medication, infection control, pain, in line with Trust policy and timescales</li> <li>Own documentation is complete, legible and accurate</li> <li>Implements appropriate actions to minimise risk e.g cot sides, blue tray, enhanced care.</li> <li>Achieves hand hygiene standards</li> <li>Uses agreed moving and handling procedures and provide advice on patient moving and handling</li> <li>Current moving &amp; handling update training is maintained</li> <li>Reports all accidents, incidents, near misses, faulty equipment or environmental issues immediately as per Trust Policy</li> </ul>	√				

Excellent care with compassion

<ul style="list-style-type: none"> <li>Assist in setting, monitoring and maintaining standards of care to improve the patient experience and outcome of care.</li> </ul>	<ul style="list-style-type: none"> <li>Takes an active part in team meetings</li> <li>Can explain and discuss the ward performance board</li> <li>Participates in innovations and improvements in services including the 'productive' programme, seeking patients and others views as appropriate.</li> <li>Recognises and refers patients to ensure they are placed on appropriate care pathways e.g the Care of the Dying Pathway, Sepsis Pathway.</li> <li>Participates in audit and evaluation programmes as requested</li> <li>Makes constructive suggestions as to how the service can be improved.</li> <li>Challenges poor standards of care or inappropriate behaviour and raises and escalates concerns about the safety and wellbeing of patients</li> </ul>					√
<ul style="list-style-type: none"> <li>Communicate all relevant information to the multidisciplinary team internally and with external organisations as required, to ensure seamless care</li> </ul>	<ul style="list-style-type: none"> <li>Communicates in a professional and timely manner.</li> <li>Develops and maintain communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathic manner</li> </ul>				√	√
<ul style="list-style-type: none"> <li>Maintain accurate and complete records of all care activities, in a timely manner, adhering to local and professional standards for documentation</li> </ul>	<ul style="list-style-type: none"> <li>Own documentation is complete and in order</li> <li>Adheres to NMC standards of record keeping</li> </ul>					√
<ul style="list-style-type: none"> <li>Act as a role model, presenting a positive image of self, team and the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Complies fully with the Trust Uniform Policy.</li> <li>Welcomes all visitors in a manner which promotes a positive image of self, the ward/dept and the ward team</li> </ul>				√	√
<ul style="list-style-type: none"> <li>Promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals</li> </ul>	<ul style="list-style-type: none"> <li>Treats everyone with dignity and respect</li> <li>Acts in accordance with current legislation, policies, procedures and good practice relating to equality &amp; diversity.</li> <li>Takes action to address behaviour that undermines equality and diversity.</li> <li>Safeguards children, young people and vulnerable adults by escalating</li> </ul>	√				√

Excellent care with compassion

	<ul style="list-style-type: none"> <li>concerns in line with Trust policy and regulatory frameworks.</li> </ul>					
<ul style="list-style-type: none"> <li>Ensures environment of care is safe, well equipped and compliant with standards for hygiene and cleanliness.</li> </ul>	<ul style="list-style-type: none"> <li>Reports on low/insufficient stock levels to support smooth running of the department.</li> <li>Cleans/maintains and stores equipment correctly</li> </ul>					√
<ul style="list-style-type: none"> <li>To participate in education and training of junior staff.</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes mentor training when identified</li> <li>Evidence of being active mentor and role model</li> <li>Actively involves and supports students and junior staff in educational opportunities</li> <li>Positive student feedback received through educational audits</li> <li>Act as assessor and mentor to junior staff and students supporting their development</li> <li>Be involved in Induction and monitoring of new staff</li> </ul>				√	√
<ul style="list-style-type: none"> <li>Maintain and develop own professional competence and seek to extend the scope of personal knowledge and skills within scope of role and professional practice</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in the appraisal and Personal development planning process as both reviewer and reviewee</li> <li>Undertakes identified learning and development opportunities, as agreed with manager.</li> <li>Maintains a current Personal Development Portfolio, in line with Trust Policy and NMC Registration</li> <li>Participates in reflective practice and clinical supervision activities</li> <li>Mandatory training as outlined by the Trust in the Risk Management TNA is up to date</li> </ul>					√
<ul style="list-style-type: none"> <li>Proactively engage with Trust wide or local changes and developments in nursing practice e.g intentional rounding, alcohol screening.</li> </ul>	<ul style="list-style-type: none"> <li>Implements actions required to meet standards and targets e.g intentional rounding , alcohol /dementia CQUINS, CQC actions.</li> </ul>					√
<ul style="list-style-type: none"> <li>Actively try to resolve issues and complaints at local level and then report the outcome to line manager.</li> </ul>	<ul style="list-style-type: none"> <li>Attempts to resolve issues and complaints and refers to manager as appropriate.</li> <li>Gives clear and concise advice to people on the procedures in place eg PALS, complaints.</li> <li>Attempts to resolve potential conflicts as per conflict resolution guidance and the promotion of zero tolerance</li> <li>Report incidents of violence or aggression immediately in order to seek help and support</li> </ul>			√		√

Excellent care with compassion

Occupational hazards or exposures relevant to this job (please tick)			
<b>Physical</b>			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
<b>Biological</b>			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
<b>Other</b>			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

### Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

### Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

### Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity

- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

**LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

**POST: Bank Staff Nurse**

**Band: 5**

**DIRECTORATE: Workforce and Education**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>• Appropriate NMC Registration</li> <li>• RN1, RN2 General Nursing Posts</li> <li>• RN8 or RNC Children’s Nursing Posts</li> <li>• Diploma in Nursing</li> <li>• NMC recognised Mentorship qualification or willingness to work towards following 18 months commencement in post</li> <li>• Evidence of continuing education or development for more experienced Band 5 nurses</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Recent &amp; relevant health care experience in an acute hospital setting (at least 150hrs in last 3 months)</li> <li>• Willing to expand clinical role eg IV additives, venepuncture and cannulation</li> <li>• Awareness of changes within Nursing practice</li> <li>• Knowledge of Clinical Governance and the relevance to practice</li> <li>• Knowledge of relevant policies and procedures</li> <li>• Demonstrates competency during internship</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ethical issues</li> <li>• Evidence of clinical competence in area of speciality eg surgery</li> <li>• Knowledge of Leadership and Management</li> <li>• Research and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Portfolio of evidence</li> <li>• Clinical Skills Scenario</li> </ul>

**Excellent care with compassion**

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to obtain and evaluate information to aid decision making</li> <li>• Able to lead and supervise other staff</li> <li>• Ability to use IT systems relevant to work role</li> <li>• Ability to prioritise</li> <li>• Good time management skills</li> <li>• Commitment to develop mentorship skills</li> </ul>	<ul style="list-style-type: none"> <li>• Lead others in change management</li> <li>• Good presentation skills</li> <li>• Good teaching skills</li> <li>• Intermediate IT skills</li> <li>• Experience of mentorship and ability to identify learning and development needs</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Presentation</li> <li>• Clinical Skills Scenario</li> </ul>
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Caring &amp; compassionate</li> <li>• Self motivated and able to motivate others</li> <li>• Commitment to CPD of self and others</li> <li>• Able to work closely with team members</li> </ul>		<ul style="list-style-type: none"> <li>• Clinical Skills Scenario</li> </ul>