

# SHAPE YOUR STORY

## Recruitment Information Pack



Band 5 Staff Nurse  
ECAT  
Ward 12E



## Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> <b>WELCOMING</b>	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> <b>ENGAGING</b>	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> <b>COLLABORATIVE</b>	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> <b>ACCOUNTABLE</b>	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> <b>EQUITABLE</b>	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Job Particulars

<b>Job Title</b>	<i>Staff Nurse</i>
<b>Pay Band</b>	<i>Band 5</i>
<b>Location</b>	<i>The Royal London Hospital- Ward 12E</i>
<b>Reports to</b>	<i>Line manager – Senior Sister</i>
<b>Responsible to</b>	<i>Senior Sister/ Senior Nurse</i>

### 1. Job Purpose

This post offers an important role in the care and management of patients in an acute setting to provide patient centred care whilst ensuring a the smooth running of 12E. The Staff Nurse will be expected to enhance the well-being and promote the health of patients in Neurosurgery, Neurology , ENT and Head and Neck.

We aim to provide a first class and a safe level of care to patients and their relatives, whilst ensuring that the patient pathway is recorded and monitored throughout treatment.

The nurse will assess, plan, implement and evaluate priorities of care and utilise available resources in an effective manner.

### 2. Key Working Relationships

Internal	External
Service Manager/General Manager	Social Services
Senior Sister/Charge Nurse/Matron	London Metropolitan Police
Medical Teams	Care Agencies
All qualified and unqualified nursing staff	Other Hospitals
Pharmacist	GP
Allied health Professionals/therapists	Transport Services
Ward clerk/Admin	Universities
Complex Discharge Team	
All Wards/departments within Barts Health	

### 3. Main duties, responsibilities and results areas

#### Patient Care

- To provide a high standard of nursing care to meet the needs of patients with supervision and support from senior colleagues.
- To identify clinical changes in patients and make safe and appropriate decisions in partnership with senior colleagues, seeking timely advice whenever necessary.



- With decreasing levels of supervision the nurse will plan, implement and evaluate care based on our model of nursing ensuring that the needs of each individual patient are addressed.
- Be responsible for the accurate recording of clinical observations and data relating to patients care, ensuring that progress is maintained and reviewed.
- Be able to present and discuss relevant issues with senior colleagues and the multi-disciplinary team.
- To communicate with patients and families with empathy and reassurance regarding assessment, care and treatment.
- To be able to apply good knowledge of infection control to practical situations and ensure that patients are cared for as safely as possible.
- Recognise when situations are beyond own scope of competence and inform the shift leader promptly.

### Resources

- To utilise equipment and resources safely and efficiently and to take appropriate action to ensure that equipment is maintained in line with ward policy.

### Personal and People Development

- Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.
- Engage in the Preceptorship programme either as a Preceptor or a Preceptee.
- Develops an awareness of clinical supervision/action learning
- Improve clinical practice through reflection with self or others.
- With the support of sister/charge nurse through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.
- Influence the development of knowledge, ideas and work practice.
- To offer appropriate support and supervision to unregistered staff within the limits of experience and ability.
- To accept feedback/advice in a positive, professional manner.

### Administration

- To maintain effective communication of information and data between team members and patient and family networks
- To update patients clinical records throughout the care period
- To report clinical incidents in line with Trust policy
- To ensure that patients property is secured according to Trust and unit policy and that location of property/valuables is accurately documented





### Health, Safety and Security

- The post holder is required to familiarise him/her with and comply with the Trust's policies and procedures
- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998)
- The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment
- When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of hoists
- Take appropriate action to manage an emergency summoning assistance immediately when this is necessary.
- Works in ways that minimise risks to health safety and security

### Strategic and Service Improvement

- To participate in the development and updating of protocols within the unit
- To propose changes in policies and contribute to implementation
- Participate in the development of the ward/department Philosophy of Nursing and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice
- Develop skills in accordance with the expanded role relevant to the post holder's clinical area (Ward areas to develop specific examples related to speciality)
- Develops knowledge, understanding and application of their personal leadership skills
- Co-ordinates the activities of the clinical area when required

### Other Responsibilities

- Making the care and safety of patients your first concern and to act to protect them from risk.
- Respecting the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Being honest and acting with integrity.
- Showing your commitment to working as a team member by working with your colleagues in the NHS and wider community.
- Taking responsibility for your own learning and development.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.



#### 4. Working conditions

Criteria	Description
<b>Physical</b>	<ul style="list-style-type: none"> <li>- Moving and handling of patients and equipment will be carried out in line with Trust policies and training.</li> <li>- The post holder will be required to undertake light to moderate physical activity whilst moving and handling patients with physical limitations or who are attached to medical devices.</li> <li>- The role involves transporting patients to areas within and external to the Trust.</li> <li>- The postholder is required to work in the day unit putting in cannulas, taking blood samples, venesecting patients and administering blood products and infusion daily.</li> <li>- The post holder will be required to use a computer for the inputting of patient details and data.</li> </ul>
<b>Emotional</b>	<ul style="list-style-type: none"> <li>- Distressed relatives are occasionally aggressive in their behaviour and confused patients may be physically or verbally aggressive. Elements of the role require working with offensive odours from patient body fluids</li> <li>- Due to the nature of the conditions and injuries that the patients attending the unit have, they are frequent visitors and at times quite poorly. They require support and understanding from a regular team. The team work together therefore to support share their emotional burden with each other.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>- The ward is an amber ward which means there may ne patients that are query Covid19 or positive cases of Covid19.</li> <li>- The working environment can be noisy and challenging at times</li> <li>- Patients and/or relatives may occasionally be forceful in their behaviour. There are occasions when staff are exposed to verbal and threats of physical abuse. This is infrequent.</li> <li>- There will be daily exposure to body fluids blood, vomit, stools, saliva in the course of the daily care of patients</li> <li>- Actichlor solution is also used in cleaning of certain items and removing blood spills where necessary.</li> </ul>
<b>Mental</b>	<ul style="list-style-type: none"> <li>- <i>The shift pattern is variable throughout the 24 hour period, covering weekends and bank holiday periods. A high level of concentration is required in a fast paced, quickly changing environment to provide a high standard of care to patients. The environment and work load is unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability.</i></li> <li>- <i>There will be frequent interruptions due to the operational nature of the role. The post holder will need to be able to maintain patient care and accurate documentation concurrent with interruptions from colleagues, relatives and from other sources. Mathematical calculations need to be carried out with consistent accuracy throughout each shift ie fluid balance</i></li> </ul>



## **NHS Manager's Code of Conduct**

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/)

## **Safeguarding adults and children**

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)



## Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Registered nurse with current, up to date NMC registration	<ul style="list-style-type: none"> <li>- Intravenous accreditation</li> <li>- Preparation for mentorship course.</li> <li>- Evidence of professional development e.g. Acute Care Skills Training</li> <li>- Tracheostomy Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Able to manage the care of a group of patients and be aware of the escalation process of an unwell patient</li> <li>- Ability to reflect on practice</li> <li>- Knowledge of current professional issues</li> <li>- Evidence of positive contribution to the ward Team</li> </ul>	<ul style="list-style-type: none"> <li>- 3-6 months acute care experience in a hospital setting</li> <li>- Experience in a Neuroscience setting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Is able to demonstrate insight into the Neuroscience patient experience and has knowledge of some of the specific types of conditions that are cared for in the specific ward area</li> <li>- Ability to self reflect, carry out tasks of own job and identify what further learning is required to do current role more effectively</li> <li>- Ability to take an active role in agreed learning activities and keep a record of them</li> <li>- Can demonstrate knowledge of current and emerging health care issues</li> <li>- Ability to identify deteriorating Patients</li> <li>- Ability to carry out essential and appropriate nursing care and procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to demonstrate enthusiasm towards teaching and sharing knowledge</li> <li>- Ability to plan, deliver and Evaluate interventions and/ or treatments</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Effective time management skills</li> <li>- Good communication skills</li> <li>- Ability to take direction and participate in own learning</li> </ul>	





	<ul style="list-style-type: none"> <li>- Can prove basic computer knowledge in Windows and ICT systems</li> <li>- ECG Interpretation Skills</li> <li>- Demonstrate an ability to listen and comprehend</li> <li>- Ability to develop own skills and knowledge</li> <li>- Able to work in a changing environment and to actively support / promote planned change</li> <li>- Positive attitude and ability to work under pressure</li> <li>- Adaptability to changing workload</li> <li>- Willing to broaden knowledge and learn specific competencies</li> <li>- Ability to respond positively to constructive criticism</li> <li>- Ability to prioritise clinical work effectively</li> </ul>	
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## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

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