

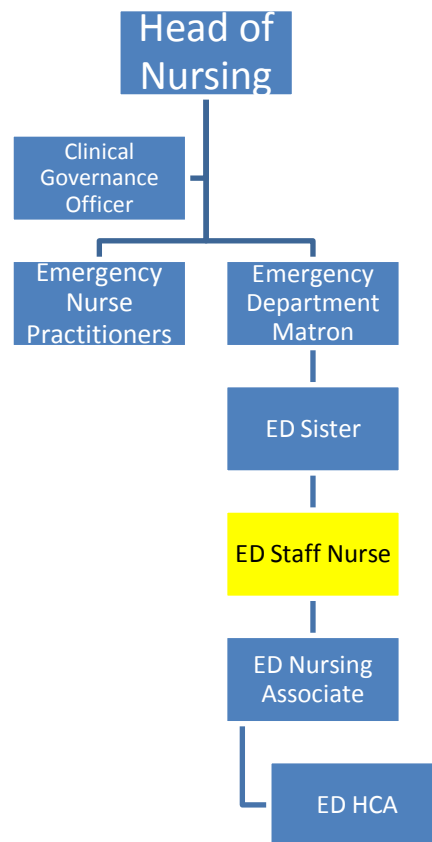
### Job Description

Job Ref:	21-025
Job Title:	Staff Nurse
AfC Pay Band:	Band 5
Number of hours:	To be confirmed at Interview. Full time posts will be 37.5 hours / week with internal rotation
Clinical Unit / Division	Urgent Care
Department:	Urgent Care
Location:	East Sussex Healthcare NHS Trust
Accountable to:	Head of Nursing
Reports to:	Emergency Department Matrons

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	<p>Budget / Delegated Budget managed : N/A</p> <p>Authorised signatory for: N/A</p> <p>Other financial responsibility: Careful use of Trust resources.</p>
Staff	Staff (wte): N/A
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation.

Job purpose	To participate within the multi-disciplinary team in delivering appropriate safe patient care in a timely fashion working towards the role of Team Leader providing clinical expertise ensuring the delivery of appropriate safe patient care.
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## Department Structure



<b>Communications and Working Relationships</b>		
With Whom:	Frequency	Purpose
Patients	Daily/Ongoing	To carry out treatments/care plans
Housekeepers	Daily/Ongoing	Dietary needs of the patients / ward cleaning
Senior Ward Nurse	Daily/Ongoing	Management supervision, work planning, advice and support
Relatives/Visitors	Daily/Ongoing	Discuss patient issues / reassurance / support
Members of the Multi-disciplinary team	Daily/Ongoing	To share information and plan care
Clinical Site Managers	Daily/Ongoing	To facilitate transfers and discharges in a timely fashion and maintain Site safety
Clinical Matrons	Daily/Ongoing	To maintain standards of care and for clinical professional advice / support as required.
Other departments	As and when required	To support department resources and patient care

### **Key duties and responsibilities**

1. To assess plan, implement and evaluate individual programmes of patient care utilising research as appropriate within a team.
2. Ability to work as an autonomous practitioner with defined guidelines.
3. To manage own group of patients and deliver evidenced based nursing care to the highest standard.
4. To communicate with a wide range of individuals in a wide range of scenarios for example breaking bad news, caring for the terminally ill.
5. To manage own group of patients and deliver evidenced based nursing care to the highest possible standard.
6. To communicate with a wide range of individuals to meet individual patient needs.
7. To respond to and prioritise a wide range of demands and tasks in a rapidly changing environment, with the support of senior staff.
8. To participate in the setting and monitoring of quality standards in relation to clinical practice.
9. To work in accordance with the department philosophy.
10. To participate fully as a team member, sharing knowledge, information and supporting colleagues to promote a cohesive ward team
11. To work with other disciplines and professions to ensure total management of patient stay.
12. To liaise with relevant community services, voluntary organisations and primary

- health care team members regarding service provision and timely discharge.
13. To contribute to the development and maintenance of a positive learning environment for staff, patients and visitors.
  14. To contribute to the provision of effective, appropriate and timely information and education to patients and relatives.
  15. To maintain up to date accurate patient records, using appropriate documentation and information systems.
  16. To effectively and professionally deal with emergency situations, with support of senior colleagues.
  17. To manage accidents/incidents involving patients, visitors and staff, reporting to the nurse in charge, commence enquiries and complete documentation as necessary.
  18. To be aware of department resource issues and participate in optimising use of resources.
  19. To work within the Trust policies, procedures, and guidelines to assist in achieving the wards and Directorate objectives.
  20. To promote a safe environment for patients and staff by adhering to and complying with all elements of the health and safety statutory legislation.
  21. To work within the NMC Code and be active in enhancing own professional knowledge base and development.

#### **General Duties & Responsibilities applicable to all job descriptions**

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

#### **Working Environment:**

Driving		Lifting	√	Verbal aggression	√
Use of PC/VDU		Physical support of patients	√	Physical aggression	√

Bending/kneeling	√	Outdoor working		Breaking unwelcome news to others	√
Pushing/pulling	√	Lone working		Providing professional emotional support	√
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	√
Repetitive movement		Contact with bodily fluids	√	Involvement with abuse cases	√
Prolonged walking/running	√	Infectious materials	√	Care of the terminally ill	√
Controlled restraint		Noise/smells		Care of mentally ill & challenging patients	√
Manual labour		Waste/dirt	√	Long periods of concentration i.e. hours	√
Food handling		Night working	√	Working in confined spaces (eg roof spaces)	

### Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)

10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

**Person Specification**

Job Title: Staff Nurse		Grade: Band 5	
Department: Urgent Care		Date: February 2021	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
<b>Qualifications</b> Evidence of diploma level / degree level study  Registered General Nurse on the NMC register  Evidence of continual professional development	AI  AI  AI	ECDL Qualification	AI
<b>Experience</b> Generic pre-registration experience in a care environment  An understanding of the NHS  Ability to undertake further training and development  Knowledge of quality, audit and research	AI  AI  AI  AI	Previous experience of chosen speciality  Previous experience of working in a hospital setting	AI  AI
<b>Skills / Knowledge / Abilities</b> Ability to carry out a full range of nursing practice  Good communication skills – both verbal and non-verbal  Ability to prioritise and organise own and others workload  Ability to work as part of a team  Basic Life Support  Competent in drug calculation and use of infusion equipment	AI  AI  AI  AI  AI	Additional skills & knowledge appropriate to specialty	AI

Basic IT skills – knowledge of Microsoft Office including Word, Excel and Outlook	AI		
Ability to support and teach junior staff	AI		
Able to remain calm under pressure	AIR		
<b>Other</b>			
Physically able to assist patients in care and movement	AI		
Reliable work record	AIR		
DBS clearance	T		
Evidence that personal behaviour reflects Trust Values	AIR		

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Managers Signature

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Date

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Postholder's signature

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Date