

JOB DESCRIPTION

TITLE:	Staff Nurse
SPECIALITY:	Spinal Injuries
HOURS OF WORK:	Full time
GRADE:	Band 5
RESPONSIBLE TO:	Ward Manager
ACCOUNTABLE TO:	Head Nurse (Matron)

Main purpose of the post:

The post holder is designated to regularly take charge of the ward/department, and provide an effective, professional and managerial leadership focus, in the absence of the ward manager or deputy.

- Is expected to carry out all relevant forms of care, maintaining a high standard of nursing care within the framework of Trust policies.
- Supervises qualified and/or unqualified staff.
- Teaches qualified and unqualified staff including basic and/or post basic students.

RESPONSIBILITIES:**A Patient Care**

1. Acts at all times in accordance with the NMC Code of Conduct (ensures working colleagues also act in accordance with Code of Conduct).
2. Supervises the work of the nursing team, ensuring individual programmes of care are formulated accordingly to patient needs and current research/guidelines.
3. Ensures planned nursing care is delivered safely and effectively taking into account the views of the patient and their relatives.
4. Ensures plans of care are updated as appropriate.
5. Advises on the promotion of health and prevention of illness, teaching patients and their relatives where appropriate.
6. Able to demonstrate knowledge and skills related to airway management including, but not limited to, assisted coughing, tracheal suctioning and mechanical respiratory support as appropriate.
7. Carry out tracheal suction for patients as required.
8. When assessed as competent, care for patients requiring respiratory support, including mechanical ventilation, C-PAP and BiPAP as appropriate.

9. When assessed as competent, undertake cannulation and phlebotomy.
10. Demonstrate ability to safely and appropriately use medical devices.
11. Undertakes the management of care for a group of patients, including:
 - Hygiene (Washing/bathing)
 - Elimination, including catheterisation
 - Assessing patient`s nutritional status
 - Feeding e.g. oral/nasogastric/enteral feeding.
 - Obtaining specimens e.g. bodily fluids, wound swabs
 - Administration/ordering of drugs e.g.oral/intravenous/subcutaneous/ rectal/ topical
 - Simple and complex dressings
12. Ensures administration arrangements for the admission and discharge of patients are made safely and effectively in line with Hospital policies.
13. Maintains absolute confidentiality in respect of all medical and nursing records and also inter-personal issues with colleagues.
14. Act as key worker for patients during their rehabilitation programme.
15. Takes all measures to ensure the safety of the patient - reporting all accidents and incidents and completing relevant documentation. Take appropriate action when necessary.
16. Acts as link nurse to other specialties.
17. Participates in Audit/Essence of Care Standards.
18. Assists in Clinical Trials undertaken on the unit.
19. Ensures that all relevant information is recorded accurately in the patient records.
20. Conveys highly confidential and sensitive information to patients and relatives
21. Is able to break bad news to patients and relatives in a professional and sympathetic manner
22. Liaise with external agencies to facilitate the patient`s admission or discharge.
23. Helps maintain a clean and pleasant environment for patients

B. Management

1. Regularly takes charge of the ward.
2. As part of professional development, hold the Unit Bleep on occasions.
3. In the absence of the Ward Manager, ensure that any complaints are dealt with in a timely manner.
4. Ensures that the ward is maintained in good order. That supplies are adequate and equipment is in working order. Ensures efficient and economic use of supplies.

5. Liaises continuously with the Ward Manager ensuring open and effective communication is maintained. In Ward Manager's absence liaises with Deputy Ward Manager and Head Nurse (Matron) and the Multi-disciplinary Team.
6. Ability to plan a duty rota, identifying shortfalls in staffing (eg sickness). Is responsible for beginning the process to find replacement staff or the reorganisation of the rota. Ensures best use is made of available manpower.
7. Assists the Ward Manager in the process of evaluating effectiveness of the nursing team and its individual members. In Ward Manager/Deputy Ward Manager's absence monitors and reports all absenteeism, lateness and sickness. Assists the Ward Manager to ensure staff work effectively and are aware of Trust Policies.
8. To have a broad experience of all Trust policies, procedures and circulars. Is especially familiar with and updated on:

Health and Safety Policies
 Moving and Handling Issues
 Infection Control
 Fire
 Drug Storage and Administration Policies
 Patient Property
 COSHH
 Risk Assessment
 Complaints Management
 Incident Reporting

Identifies hazards or breach of guidelines and acts accordingly. Updates knowledge in response to Circulars and Hazard Warnings. Communicates knowledge and information to other ward members

9. Helps maintain safe working conditions on the ward/department.

C. Personnel

1. Assists with induction of new staff and acts as a Mentor.
2. Take part in the Appraisal process for junior members of staff. Providing feedback to the Ward Manager/Charge Nurse.
3. Monitors work of Health Care Assistants. Provides training and guidance as necessary.
4. Effectively works in a team with other nurses: Is supportive to all colleagues and assertively deals with conflict. Promotes a positive ward image by a professional and helpful approach to all team members and visitors to the ward.
5. Liaises with medical and para-medical staff, ensuring effective communication is maintained.
6. Ensures learners are adequately supervised. Liaises with Ward Manager on progress of learners.

7. Undertake the responsibility of being a mentor to learners, when they are on placement in the ward/department.

General

1. Assists in other wards/departments as requested by Head Nurse (Matron) /Unit Bleep Holder.
2. Undertakes any other duties as requested by Head Nurse (Matron).
3. Initiate and undertake approved clinical nursing research.

PERSONAL DEVELOPMENT

1. Attends in service training; keeps abreast of nursing research and development

Commitment to the Service Standards and the 5 Patient Promises

To fully adopt and encompass the Trust's 5 Patient Promises and Service Standards into daily working practices.

All new and existing staff are expected to fully subscribe to the 5 Patient Promises and the Service Standards. All staff are required to attend the mandatory training for Service Standards thereby ensuring that they will be able to meet the agreed core objectives set within the Trust's appraisal system.

All staff will be expected to demonstrate the Service Standards in carrying out the duties of this post and to challenge any behaviours which contravene the Standards.

ADDITIONAL INFORMATION

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk

and patient safety programmes. In consequence, all employees are expected to:- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques, ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete the travel expenses form. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter.

ORGANISATION CHART

