

## 1. JOB IDENTIFICATION

Job Title: Staff Nurse

Department(s): Wards B1, B2, B3, C4, C5, C6, D7, D8, D9, CAU

Job Holder Reference: NE003g

No of Job Holders:

## 2. JOB PURPOSE

- To assess, plan, implement and evaluate programmes / systems of nursing care and treatment.
- To work as part of the Multi-Disciplinary / Multi-Agency Team.
- To take charge of a ward or equivalent sphere in the absence of the person with continuing responsibility.
- To play a lead role within the clinical area modernisation and redesign.

## 3. ORGANISATIONAL POSITION

Nurse Manager

Charge Nurse / District Nurse

Deputy Charge Nurse

**Staff Nurse (post holder)**

Junior staff nurse

Enrolled nurse

HCSW

## 4. SCOPE AND RANGE

- The post holder will provide effective and individualised nursing care and treatment to identified patients whilst operating as a member of a multi-disciplinary.
- The post holder will be expected to supervise, teach, mentor, coach and support, nursing auxiliaries, pre-registration students and junior staff nurses.
- The post holder will take charge regularly in the absence of a more senior member of staff.

- The post holder will be expected to carry out all forms of care without direct supervision.
- The post holder will work as part of the multi-disciplinary / multi-agency team and will be required to supervise a team of staff.
- The post holder will be expected to lead a team of staff on a regular basis.

## **5. MAIN DUTIES/RESPONSIBILITIES**

- To assess, plan, implement and evaluate nursing care and treatment.
- To take a lead role in co-ordinating the patient's journey through implementation and evaluation of policy & procedure.
- To ensure and promote the individual's confidentiality, dignity and privacy.
- To participate in and promote clinical supervision.
- Take charge regularly of shifts as nominated and allocate work to others as appropriate.
- Supervise and teach junior nurses, students and other staff, patients and families.
- To practice in accordance with Health and Safety procedures being aware of personal and corporate responsibility.
- Responsible for the ongoing risk identification, assessment, management and reduction within own sphere.
- To maintain accurate clinical records in agreed format.
- Participate in research, audit and development.
- To ensure safe custody of patient's valuables in accordance with standing financial structure within a hospital setting.
- Maintain effective stock control.
- To undertake and demonstrate competence within the particular skills required for this specific area / speciality e.g. venepuncture, cannulation, administration of chemotherapy etc
- To lead a team to ensure that nursing care and treatment are provided in accordance with organisation policy, procedure, guidelines and protocols
- To take a lead role within, and be responsible and accountable for, the investigation and aspects of service improvement in relation to complaints, adverse events and patient feedback.

## **6. SYSTEMS AND EQUIPMENT**

- Use electronic information systems as required.
- Use manual handling equipment as required.
- Responsible for the safe, efficient and effective use of electro-medical equipment in the delivery of patient care.

## **7. DECISIONS AND JUDGEMENTS**

- Be personally accountable for own professional practice and conduct in accordance with the NMC code of conduct guidelines.
- The post-holder will be expected to carry out their daily duties without direct supervision.
- The post-holder will be responsible for exercising their professional judgement in relation to clinical work.
- The post-holder will be expected to follow agreed and defined procedures / processes.
- The post-holder will be expected to undertake and fulfil the responsibilities of the named nurse concept.
- Responsibility as a key individual for the organisation and co-ordinator of the patients care from admission through to discharge.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Effectively communicate both verbally and written with a wide range of stakeholders.
- Communicate and work with individuals and members of the multi-disciplinary / multi-agency team, private providers, statutory and voluntary services.
- The post-holder will be expected to gather, understand, interpret and relay complex information to other members of the multi-disciplinary team, patients and carers.
- The post-holder will be expected to convey relevant information to line managers.

## **9. PHYSICAL DEMANDS OF THE JOB**

- Moderate degree of stamina is required
- Will be required to manoeuvre patients using safe moving & handling techniques.
- Dexterity will be required whilst performing procedures.
- Exposure to unpleasant conditions e.g., contact with body fluids

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- The post-holder may have to deal with a rapidly changing workload.
- The post holder will be required to impart distressing and sensitive empathy and reassurance.
- Manage challenging and aggressive behaviour in line with local policies and to participate within the organisation's Response Team as required.
- Expected to manage multiple issues simultaneously, interpreting and reporting as appropriate.
- To manage, prioritise and lead a team effectively in a changing clinical environment.
- Within the community setting will be required to work alone.

**11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The post-holder will possess an appropriate recognised qualification (1<sup>st</sup> level nurse).
- Must have post registration experience.
- To participate in further education and training to enhance personal and professional development.
- The post-holder will display/develop:
  - > Knowledge of contemporary nursing practice and the nursing contribution.
  - > Knowledge of SIGN guidelines and the nursing contribution.
  - > Knowledge of NHS QIS initiatives, national standards and the nursing contributions.
  - > Knowledge and understanding of Clinical Governance initiatives and risk.
  - > An understanding of the principles of Joint working and Partnership.
- To have knowledge and understanding of legislation relevant to the area / specialty.
- To demonstrate / develop competence within a particular range of skills, e.g. venepuncture, male catheterisation etc.
- Post-holder will demonstrate a flexible and adaptable approach.
- The post-holder will demonstrate effective leadership skills.

**12. JOB DESCRIPTION AGREEMENT**

**Job Holder's Signature:**

**Head of Department Signature:**

**Date:**

**Date:**

**PERSON SPECIFICATION**  
**JOB TITLE: - Staff Nurse**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b><u>Qualifications</u></b>  Registered General Nurse  Be accountable for professional practice and conduct in accordance with the NMC Code of Conduct and Guidelines  Evidence of ongoing personal development</p>	<p>Participate in further education and training to enhance personal and professional development.</p>
<p><b><u>Experience</u></b>  Proven skills as a team worker and ability to work on own initiative</p>	<p>Previous relevant experience in an acute setting</p>
<p><b><u>Knowledge</u></b>  Is aware of responsibility in relation to NMC Professional Code of Conduct   Knowledge of professional and NHS issues   Knowledge and understanding of Clinical Governance initiatives and risk   Health &amp; Safety awareness</p>	<p>Knowledge of speciality</p>
<p><b><u>Skills.</u></b>  Willing to expand clinical role e.g. cannulation   Ability to communicate effectively in a variety of settings with patients of varying understanding.   Able to maintain accurate patient records and to relay relevant information to senior staff.   Basic IT skills   The post holder will be expected to supervise, teach, coach, mentor and support nursing auxiliaries, pre-registration students and junior members of staff.</p>	<p>may be required to supervise a team of staff.   To undertake and demonstrate competence within the particular skills required for this specific area / specialty e.g., venepuncture, cannulation, administration of chemotherapy etc</p>
<p><b><u>Personal Characteristics</u></b>  Flexibility in shift/working patterns to meet the needs of the service.   Enthusiastic  Willingness to gain knowledge and develop professionally</p>	