

Job Description

Title:	Staff Nurse
Grade:	Band 5
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	Various departments across Whittington Health
Responsible to:	Ward Manager
Accountable to:	Matron/Divisional Manager/Head of Nursing

POST SUMMARY

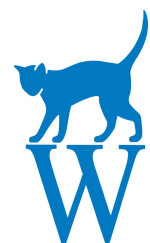
The post is for a qualified nurse who wants to further their experience and skills in nursing. The post holder will be responsible for the assessment of care needs, the development of programmes of care and their implementation and evaluation. The post holder is expected to take charge of the ward as required. The post holder will be expected to demonstrate good clinical skills and teach other staff and learners. The post holder will also be expected to be a good role model and to treat all staff, visitors and service users with tact and courtesy.

RESPONSIBILITIES

1. Plan the delivery of patient care and take responsibility for implementing and evaluating that care, using an appropriate nursing model.
2. To provide advice and education to patients, staff and learners within the directorate as required. To develop communication networks across specialities and throughout the multidisciplinary team.
3. Be able to prioritise their own workload and of those working with them such as learners and Healthcare Assistants. When in charge of the ward know how to delegate what staff to what duties and ensure the smooth running of the ward.
4. Know how to impart news of a distressing nature to patients and relatives. This will include passing on news of a patient's death or helping a patient/relative understand a diagnosis such as cancer.
5. Carry out nursing care to the highest possible standard according to Trust Policies and Practice and Clinical Guidelines. This requires a thorough understanding of policies and guidance related to for example: infection control, hygiene and individualised patient needs.
6. To administer patient medication according to Trust Policy, this includes the administration of intravenous medication. The post holder must have a

KNOWLEDGE AND SKILLS

1. The post holder will have a comprehensive knowledge of nursing and will be able to care for a patient from admission to discharge.
2. Will have the ENB 998 or a pass in the Teaching and Mentoring course or be willing to undertake. To mentor learners and to ensure that they receive the best possible experience from their learning placement.



3. Will have an up to date PIN number with the Nursing and Midwifery Council.
4. Will be accountable as guided by the NMC code of conduct and make sure that PREP requirements are met.
5. To know what Essence of Care is and how it affects patient care and needs.
6. To know how to deal with people with challenging behaviour and to know when to call for assistance when needed.
7. Adhere to uniform policy at all times.
8. Liaise with the bed manager and discharge co-ordinator to ensure effective bed management on the ward, including admission of patients, planning of bed usage and timely discharge planning.
9. The post holder will be expected to work across Whittington Health as the service dictates.
10. To ensure that all equipment is maintained and any faults immediately reported.

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of nurses and nursing practice across the trust through leading ward projects, and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

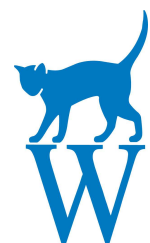
For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.



Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

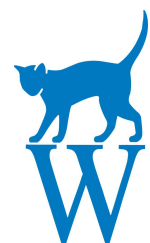
To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.



Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Promise to Patients

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:

- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.



Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



Person Specification

Post:	Staff Nurse	Grade:	Band 5		Notes
Department	Various departments across Whittington Health	Candidate Name			
Attribute		Essential	Desirable	How Assessed	
Education / Qualifications	RGN level 1 (minimum)	x			
Skills & Abilities	SKILLS -Good oral and written communication skills -Clear and legible handwriting -Computer literate -Willingness to teach -Understanding of own professional and clinical limitations	x x x x	x		
	KNOWLEDGE -Has knowledge of medical nursing -Has a knowledge of various drugs	x			

Knowledge & Experience	and their interactions and side effects -Knows NMC code of conduct PREVIOUS EXPERIENCE -Experience of a hospital setting -Experience within a medical environment	X X X	X		
PERSONAL QUALITIES	Ability to work under pressure -Ability to organize work load -Reliable and Flexible -Shows enthusiasm and commitment. -Is aware of stress and how to deal with it	X X X X X			
Other					

Completed by:

Date:.....

Offer post Yes/ No

Comments