

**JOB DESCRIPTION AND  
PERSON SPECIFICATION FOR**

Staff Nurse

**AGENDA FOR CHANGE BAND**

Band 5

**HOURS AND DURATION**

As specified in the job advertisement and the Contract of Employment

**AGENDA FOR CHANGE REF NO**

2384

**DBS LEVEL**

Enhanced DBS with Adults Barred List Check or  
Enhanced DBS with Children's Barred List Check or  
Enhanced DBS with Both Barred Lists Check  
dependent on role

**REPORTS TO**

Sister / Charge Nurse

**ACCOUNTABLE TO**

Matron / Lead Nurse / Head of Nursing

**LOCATION**

The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

**JOB SUMMARY**

- Responsible for assessing, planning, implementing and evaluating programmes of evidenced-based nursing care to a group of clients/service users.
- Assisting and contributing in the management and organisation of a ward / clinical area.
- Actively contribute to setting and maintaining high standards of quality nursing care.
- Actively participate in the education, development and supervision of other staff members.
- Act as a clinical and professional role model, assessing and supporting students and learners on placement within the clinical area.
- Work collaboratively and co-operatively with others to meet the needs of clients/service users and their families.



### **MAIN DUTIES AND RESPONSIBILITIES:**

To demonstrate the Trust's values in everything you do in the work environment

#### **1. DELIVERY OF EFFECTIVE HEALTH CARE WITHIN THE ORGANISATION**

- 1.1 Perform comprehensive assessments of patient nursing needs, plan, implement and evaluate care delivery according to changing health care needs.
- 1.2 Take responsibility for the care needs of individual and groups of clients/service users.
- 1.3 Collect, collate and fully accurately report patient information, maintaining accurate complete and contemporaneous nursing records in line with NMC and Trust standards.
- 1.4 Involve clients/service users and carers / relatives in the assessment, planning, delivery and evaluation of care.
- 1.5 Work collaboratively and maintain effective communication as a multi-disciplinary team member and with other professionals/agencies to ensure needs are met in relation to care input, support for ongoing care needs and safe discharge.
- 1.6 Establish and maintain effective communication with clients/service users, and carers / relatives.
- 1.7 Recognise, prioritise and respond appropriately to urgent and emergency situations including the assessment and management of risk.
- 1.8 Understanding and taking into account of own level of accountability and responsibility when delegating tasks and duties to students, non-registered staff or registered staff.
- 1.9 Participate in and cooperate with concerns, complaints and investigations as required.

#### **2. ESTABLISHING EFFECTIVE LEADERSHIP AND COMMUNICATION**

- 2.1 Co-ordinate, organise and prioritise your own work and where appropriate the work of the nursing team on a day to day basis.
- 2.2 Supervise others and participate in their education and development.
- 2.3 Contribute to the development of services, new ways of working and the

implementation of change.

- 2.4. Acts as a professional and clinical role model to all staff, clients/service users, carers and the public at all times.
- 2.5. Maintain effective and efficient communication with the Sister / Charge Nurse and members of the multi-disciplinary team on issues related to patient care and organisation of nursing teams.
- 2.6. Act in a professional manner and ensure self and other staff adhere to the LPT Uniform policy at all times.
- 2.7. Deputise as appropriate for the Sister / Charge Nurse / line manager.

### **3 CONTINUING EDUCATION, PROFESSIONAL AND PERSONAL DEVELOPMENT**

- 3.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role.
- 3.2. Participate in supervision via agreed review and appraisal mechanisms
- 3.3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.
- 3.4. Ensure own compliance and compliance of others with regard to mandatory training and NMC Professional re-registration requirements.
- 3.5. Responsible for maintaining up to date evidence based skills, knowledge and competence of role requirements.
- 3.6. Undertake specialist education training as required that will allow health care to be delivered to the user through new ways of working.
- 3.7. Actively promote and participate in Clinical Supervision / Mentorship or equivalent support mechanisms.
- 3.8. Act as a preceptor to newly registered staff.
- 3.9. Mentor student learners on clinical placement and other staff as required.
- 3.10. Take a lead responsibility for a specific function or area of knowledge/clinical skills within the team e.g. speciality focused link nurse, health promotion lead, student link nurse.

- 3.11 Accepts designated responsibilities of other team members and actively contributes to performance review and the appraisal process.

#### **4 CLINICAL GOVERNANCE, REDUCTION OF RISK, AUDIT AND RESEARCH**

- 4.1 Ensure that the delivery of care to clients/service users meets the standards required by regulating bodies, for example CQC, NMC.
- 4.2 Adheres to Trust policies, procedures and clinical guidelines and ensures compliance of others.
- 4.3 Promote and practice the highest standards of prevention and control of infection at all times as per Trust policy.
- 4.4 Continually monitor standards of nursing care and contribute to improvement of care, through benchmarking, audit and research.
- 4.5 Participate in and contribute to patient and public involvement activities.
- 4.6 Promote patient dignity, equality, diversity and human rights.
- 4.7 Ensures self and all nursing staff practice at all times in accordance with NMC Code of Professional Conduct and raise any concerns with the Sister / Charge Nurse.
- 4.8 Maintain professional boundaries and appropriately declare any conflicts of interest.

#### **5. MANAGEMENT AND USE OF RESOURCES AND INFORMATION**

- 5.1 All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner
- 5.2 Responsible for the effective and efficient use of Clinical, physical and financial resources.
- 5.3 Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection Act.
- 5.4 Ensure confidentiality is maintained at all times and information relating to patient / users and personnel is used only in connection with authorised duties.

### **6. MAINTAINING A SAFE ENVIRONMENT AND QUALITY**

- 6.1 Take responsibility for maintaining own and others Health and Safety and Security.
- 6.2 Ensure own actions assist with maintaining best practice and regulatory standards.
- 6.3 Ensure that you take action as appropriate, report in line with the Trust Incident Reporting Policy, escalate any concerns regarding patient safety and clinical risk to the line manager
- 6.4 Participate in and cooperate with concerns, complaints and investigations as required.
- 6.5 Carry out duties in accordance with the Health and Safety at work Act 1971.
- 6.6 Move and handle clients/service users and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- 6.7 Responsible for the maintenance of a clean and safe environment adhering to infection control policies procedures and best practice.
- 6.8 Assist and maintain safe and hazard free area of work.

### **COMMUNICATION AND WORKING RELATIONSHIPS**

To communicate complex and sensitive patient information where there is a requirement for tact, persuasion and there may be barriers to understanding.

Sister / Charge Nurse and staff; the wider multidisciplinary team;  
And any other agency/ stakeholders involved in the care of the patient

### **ENVIRONMENTAL FACTORS – DEPENDING ON ENVIRONMENT**

#### **1. Physical Effort**

- There may be a requirement for sitting and standing in a restricted position, ie driving to patient's homes/ other Trust site
- There may be a required to be participate in MAPA

#### **2. Mental Effort**

- Frequent requirement for concentration where work pattern is unpredictable

#### **3. Emotional Effort**

- Frequent requirement to deal with distressing or emotional circumstances

- There may be a requirement to deal with highly distressing or emotional circumstances, ie child abuse etc

#### **4. Working Conditions**

- Frequent exposure to unpleasant working conditions
- There may be a requirement to deal with highly unpleasant working conditions
- In some areas there may be a required to carry a panic alarm

#### **ADDITIONAL INFORMATION**

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

#### **MOBILITY**

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

#### **POLICIES AND PROCEDURES**

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

#### **SAFEGUARDING CHILDREN AND ADULTS**

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

#### **MENTAL CAPACITY ACT**

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

#### **MAKING EVERY CONTACT COUNT**

All staff are positively encouraged to contribute to improving health for themselves, their clients/service users, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

#### **HEALTH AND SAFETY**

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of

the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

### **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

### **CONFIDENTIALITY**

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of clients/service users and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

### **EQUALITY AND DIVERSITY**

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

### **INFECTION CONTROL**

All employees have a responsibility to protect from infection themselves and other people, whether they be clients/service users, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

### **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

### SMOKING AT WORK

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

### ELECTRONIC ROSTERING

‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’.

Person Specification Selection Criteria;	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat -ion form	Intervi- ew	Test	Presen- tation
<b>Demonstrates a commitment to the Trust’s Values</b>  1.1. Compassion 1.2. Trust 1.3. Respect 1.4. Integrity	3 3 3 3		√ √ √ √		
<b>Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)</b>  2.1. Registered Nurse Level 1 2.2. Evidence of continuing professional development within the last 12 months 2.3. Hold/be working towards an ‘NMC approved’ mentoring qualification or have a planned start date for this	3 3 3	√ √ √			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat -ion form	Intervi- ew	Test	Presen- tation
<b>Knowledge and Skills</b>					
3.1. Demonstrates effective communication and interpersonal skills	3	√	√		
3.2. Ability to work well as a team member	3		√		
3.3. Demonstrates initiative and potential ability to work without direct supervision, problem solve and prioritise own work	3		√		
3.4. Demonstrates potential to develop planning and organisational skills	3		√		
3.5. Demonstrates adaptability and flexibility dependent upon work priorities	3	√	√		
3.6. Able to make judgements based on evidence based practice and translate this for use in the ward environment	3		√		
3.7. To be able to demonstrate understanding of current developments in the NHS and their implications for nursing and quality care for clients/service users	3	√	√		
3.8. Ability to practice independently, ability to take responsibility and show evidence of leadership skills.	3		√		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat -ion form	Intervi- ew	Test	Presen- tation
<b>Experience (both work and 'life' related)</b>  4.1. Six months post registration 4.2. Demonstrates a strong interest in providing patient centre nursing care and patient education	1 3	√ √	√		
<b>Personal Attributes</b>  5.1. Physically capable for performing the role and responsibilities expect of the post holder, ie manual handling of clients/service users	3		√		
<b>Standard Requirements</b>  Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3 3 3	√ √ √	√ √ √		
<b>Mobility</b> This will depend on role. This will be specified in the job advertisement.		You must demonstrate how you would meet the stated mobility requirement on your application form			