

JOB DESCRIPTION

POST:	Staff Nurse
LOCATION:	BHSCT
BAND:	Band 5
REPORTS TO:	Relevant Line Manager
RESPONSIBLE TO:	Ward Sister/Charge Nurse/Team Leader

Job Summary / Main Purpose

- The post holder is responsible for the assessment of care needs and the development of programmes of care and/or the implementation and evaluation of these programmes of care.
- The post holder is expected to carry out all relevant forms of care without direct supervision and will be required to supervise and demonstrate procedures to qualified and/or unqualified staff.
- The post holder will promote and support effective team working, fostering a culture of openness and transparency.
- The post holder will ensure that they take all concerns raised with them seriously and act in accordance with: The Code (NMC 2018) particularly sections 16 and 17, as well as the Employer's Raising Concerns Policy.

Main Duties / Responsibilities

For each of the following, the post holder will;

Clinical Team Member

As a member of the clinical team, the nurse will:

Participate in and contribute to:

- The assessment, planning, implementation and evaluation of patient care;
- Professional decision making;
- Effective team working; maintaining staff relationships and morale amongst staff;
- Maintaining a quality service;
- Relevant clinical skills and functions commensurate with the role requirements, following appropriate training and assessment (e.g.

venepuncture, cannulation)

- Carry out evidence based practice and agreed care pathways.

Demonstrate an understanding of:

- Person centred nursing;
- Professional standards of practice;
- Supervision of the practice of pre and post registration students;
- Supervision of the practice of untrained staff;
- Management within the practice setting when deemed competent.

Demonstrate an awareness of the systems in place to:

- Identify poor performance and practice;
- Provide person centred care to agreed standards.

Demonstrate an awareness of and adherence to strategies for:

- Communication between patients, staff and relatives; reporting issues to the line manager as required;
- Communication between members of the multi-disciplinary team;
- Liaising with community services;
- DHSSPS and NMC guidelines for safe handling, administration, storage and custody of medicinal products;
- Education of patients/relatives/carers regarding aspects of care and give appropriate health promotion and education as outlined by national and local health organizations;
- Ensuring all documentation is legible, accurate, is written in black ink and clearly signed/timed/dated in accordance with the NMC.

Managerial Responsibilities

The post holder will:

- Contribute to effective team working
- Act as a mentor/preceptor as required
- Take charge when necessary as part of continuing professional and managerial development
- Maintain staff relationships and morale amongst staff
- Delegate appropriately to staff
- Review staff performance in line with Trust Personal Performance Development Review as required
- Report any signs of ill health in colleagues
- Ensure personal and professional development in accordance with NMC requirements
- Participate in the Trust Personal Performance & Development Review
- Participate in staff induction, training and other learning as required
- Participate in practice development initiatives

Education, Research and Practice Development

Responsible for maintaining own:

- Registration with the NMC;

- Professional and personal development in accordance with NMC requirements within the Scope of Professional Practice;

Participates in:

- Staff appraisal scheme annually using appropriate framework;
- Identifying personal development plan;
- Identifying own limitations regarding clinical practice, making them known to the line manager and actively working towards addressing knowledge and skill deficits;
- Giving and receiving feedback on performance of self and others;
- Orientation and induction programmes;
- Research and evidence based practice and agreed care pathways for the enhancement of patient care;
- Reflective practice strategies;
- Life-long learning initiatives;
- Mentorship of others;
- Clinical audit.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

PERSONNEL SPECIFICATION

JOB TITLE / BAND: Band 5 Staff Nurse

DEPT / DIRECTORATE: All Wards/Departments BHSCT

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	<p><u>Registered Nurse on Part 1 (Adult) of the NMC Register.</u></p> <p>PLEASE NOTE THAT WHEN YOU ARE COMPLETING YOUR APPLICATION FORM YOU ARE ASKED TO PROVIDE:</p> <ul style="list-style-type: none"> • Your part number for NMC registration • You must state which specialty you have trained i.e adult or children's. <p>If you have not been employed in a nursing position within the last 5 years, you must have completed a Return to Nursing course to be eligible for shortlisting.</p>	Shortlisting by Application Form

Other (e.g. Driving etc.)	For Community posts: <i>Must hold a full drivers licence and have access to a car or form of transport that will enable the post holder to carry out duties</i>	At offer of employment
Knowledge Skills Abilities	<p>Applicants must demonstrate the ability to take responsibility for their own personal and continuous development.</p> <p>Applicants must demonstrate the ability to identify, challenge and report potential risk / clinical risk situations.</p> <p>Applicants must demonstrate full understanding of the NMC Scope of Professional Practice and Code of Conduct.</p> <p>Applicants must demonstrate the ability to effectively organise and plan their work. Applicants must demonstrate the ability to analyse and assess situations and make judgements to make informed decisions.</p> <p>Applicants must demonstrate the ability to work effectively as part of the multi – disciplinary team.</p>	Interview / Test

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role

What does this mean?	What does this look like in practice?
 <p data-bbox="358 548 586 579">Working together</p> <p data-bbox="181 590 769 747">We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul data-bbox="808 380 1435 730" style="list-style-type: none">• I work with others and value everyone's contribution• I treat people with respect and dignity• I work as part of a team looking for opportunities to support and help people in both my own and other teams• I actively engage people on issues that affect them• I look for feedback and examples of good practice, aiming to improve where possible.
 <p data-bbox="404 963 539 995">Excellence</p> <p data-bbox="181 1005 769 1125">We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul data-bbox="808 848 1435 1087" style="list-style-type: none">• I put the people I care for and support at the centre of all I do to make a difference• I take responsibility for my decisions and actions• I commit to best practice and sharing learning, while continually learning and developing• I try to improve by asking 'could we do this better?'
 <p data-bbox="342 1352 607 1383">Openness & Honesty</p> <p data-bbox="181 1394 769 1461">We are open and honest with each other and act with integrity and candour.</p>	<ul data-bbox="808 1213 1354 1423" style="list-style-type: none">• I am open and honest in order to develop trusting relationships• I ask someone to help when needed• I speak up if I have concerns• I challenge inappropriate or unacceptable behaviour and practice.
 <p data-bbox="396 1682 550 1713">Compassion</p> <p data-bbox="181 1724 769 1883">We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul data-bbox="808 1570 1403 1810" style="list-style-type: none">• I am sensitive to the different needs and feelings of others and treat people with kindness• I learn from others by listening carefully to them• I look after my own health and wellbeing so that I can care and support others.