

## Job Description

<b>Post Title:</b>	<b>Staff Nurse</b>
<b>Grade:</b>	<b>Band 5</b>
<b>Base:</b>	<b>Community Hospital</b>
<b>Responsible to:</b>	<b>Senior Sister/Charge Nurse/Deputy Ward Manager</b>
<b>Accountable to:</b>	<b>Ward Manager / Modern Matron</b>
<b>Business Unit:</b>	<b>Adult Services</b>

### **Purpose**

To work within the multi-disciplinary team. To assist the team in the provision of a high quality holistic care packages. To undertake clinical and team responsibilities relevant to the skills and competencies of the personal specification for this post.

### **Principle Duties to include:**

- To work as part of the team and be accountable in the provision of a high standard of individual quality client care, within the agreed guidelines.
- To treat all clients as individuals, respecting their privacy and dignity at all times.
- To participate in the assessment process of care needs and implementation programmes of holistic care
- Involving, supporting, informing and educating family / carers.
- To take every opportunity to promote health and wellbeing of clients.
- To work without direct supervision and to maintain close liaison with the Senior Team Member
- To maintain clear and comprehensive, signed and contemporaneous records according to company procedures.
- To maintain, develop and monitor standards of evidence based nursing care
- To maintain own professional and clinical integrity in line with NMC guidelines.
- To support/ mentor team members and participate in clinical supervision activities.
- To work in co-operation and partnership with all other professionals and agencies involved in the care of the client.
- To be aware of and act upon when necessary, procedures that are in place to protect vulnerable individuals.
- To participate in the company's Clinical Governance Strategy.
- To participate in the company's Risk Management Strategy
- To undertake any such other duties as may be required from time to time as are consistent with responsibilities and scale of the post.

**This job description is subject to review and development from time to time in liaison with the post holder. As an employee of CSH Surrey you will be required to adhere to all the organisations policies and procedures.**

### **Standards of Business Conduct**

The post holder will be required to comply with CSH Surrey's Leadership behaviours, corporate and financial policies and any relevant Codes of Conduct eg: for NHS Managers. S/he is required, at all times, to deal honestly with the organisation, with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

## **Confidentiality**

The post holder is required to:

- ensure confidentiality in all matters relating to clients, to employee personnel issues and to information obtained during the course of employment
- not release such information to anyone else other than acting in an official capacity
- comply with the regulations of the Data protection Act and Freedom of Information Act.

## **Safeguarding of children and vulnerable adults**

It is the responsibility and duty of all staff to safeguard children and vulnerable adults and promote their welfare.

Child protection and vulnerable adult safeguarding issues when identified or areas of concern must be referred by you promptly in accordance with CSH Surrey policy and procedures. Details of Leads on Safeguarding are detailed in the CSH Surrey procedures. Please ask your line manager or HR for details.

## **Performance Review**

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the postholder and may develop to meet changing needs of the service. The CSH Surrey Performance Development Review includes a review of leadership behaviours.

## **Equal Opportunities**

The organisation aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

## **Infection Control and Prevention**

CSH Surrey is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

## **Health and Safety**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act (1974):

1. To follow and promote safe working practices and to comply at all times with the Health and Safety at Work Act 1974, and Manual Handling Operations Regulations 1992, and CSH Surrey policies and procedures
2. To assist in the regular monitoring and maintenance of equipment in accordance with health and Safety regulations.
3. To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
4. To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with CSH Surrey to ensure that statutory and departmental regulations are adhered to.
5. To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

## **Security**

1. It is a condition of employment that identification badges be worn at all times.
2. All employees have a responsibility for security and the proper care of property. In accordance with standing financial instructions all managers have a particular responsibility for security and loss prevention arrangements in their areas of responsibility.

### **Continuous Improvement**

CSH Surrey has a full programme of learning and development opportunities to support continuing professional development, statutory and mandatory training and personal development.

### **Registered Health Professionals**

All co-owners who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.



## Person Specification

**Job Title:** Band 5 Staff Nurse

**Business Unit:** Inpatients, Community Hospital

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	Essential	Desirable	Assessment Method
<b>Qualification</b>	<ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> level registration</li> <li>▪ Evidence of clinical competencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of continued Professional Development</li> </ul>	Application Form & Certificate Portfolio of evidence
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Experience relevant to particular Post.</li> <li>▪ To have an understanding of current issues affecting the NHS.</li> <li>▪ Clinical governance agenda</li> <li>▪ Risk management agenda</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of clinical supervision and appraisal</li> <li>▪ Research awareness</li> <li>▪ Involvement in quality programmes</li> </ul>	Application Form & Interview Portfolio of evidence
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ To be able to assess the needs of clients and act appropriately</li> <li>▪ Effective communication, written and verbal.</li> <li>▪ Good interpersonal skills.</li> <li>▪ Ability to develop new skills appropriate to role</li> <li>▪ Ability to organise own time efficiently.</li> <li>▪ Ability to work effectively as part of a team, valuing contributions from team members.</li> <li>▪ Ability to work independently following spoken or written instruction.</li> <li>▪ IT skills</li> </ul>		Application form & interview Portfolio of evidence
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ To adapt positively to changes in working practices and patterns.</li> <li>▪ Car driver if appropriate to role with valid driving licence and access to a car for business use</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work under pressure</li> </ul>	Application form & interview

Key: A = Application Form, I = Interview, P = Presentation, T = Test

## **EQUAL OPPORTUNITIES**

In addition to any specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities in relation to the post. The degree of knowledge required will depend on the level and nature of the post in question.

## **DISABILITY DISCRIMINATION ACT (1995)**

Please note that some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by this Act is unable to meet certain parts of the specification by reason of their disability. If you believe this applies to you please outline the details on your application form. Each case will be assessed on an individual basis at shortlisting and/or interview with advice from the Human Resources Centre.