JOB DESCRIPTION

TITLE OF POST: Staff Nurse
SALARY BAND: Band 5
LOCATION: Cardiology (Hammersmith Hospital)
RESPONSIBLE TO: Ward Manager
PROFESSIONALLY ACCOUNTABLE TO: Senior Nurse - Cardiac Directorate
HOURS PER WEEK: 37.5

Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. As an organisation we expect everyone to demonstrate:

- **Kind** – we are considerate and thoughtful, so you feel respected and included.
- **Collaborative** – We actively seek others’ views and ideas to achieve more together.
- **Expert** – we draw on our diverse skills, knowledge and experience, so we provide the best possible care.
- **Aspirational** – we are receptive and responsive to new thinking, so we never stop learning.

AIM OF THE ROLE:

- To provide high quality compassionate care to all patients
- To be professional accountable for own actions and to work within the guidelines policies and procedures of Imperial NHS Trust
- Provide support and, individualised care to patients, relatives/carers in collaboration with the multi professional team, in line with the local and national targets.
- At all times ensure that the needs of the patient are placed at the centre of care delivery.
- To be flexible in the approach to the clinical area and provide cover for any area specified.

KEY WORKING RELATIONSHIPS: (Organisational Chart attached/Delete if not attached)

- Matron for the speciality
- Ward Manager
- Senior Nurse and
- Medical Teams
- Advanced Cardiac Care Practitioners
- Multi-disciplinary teams
- Patients and visitors
- Support staff
KEY RESULT AREAS:

- To ensure high quality nursing care is provided to all patients at all times
- To undertake professional development and career progression as directed by mentor or manager
- To ensure all staff work collaboratively to meet both the nursing and Trusts agenda

MAIN TASKS AND RESPONSIBILITIES:

1. **Communication and Relationship skills**

1.1 Maintain and promote effective communication with ward team and all members of the multi-disciplinary team both written and verbal
1.2 To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
1.3 Promote the corporate image of Imperial College NHS Healthcare Trust to all individuals, groups and organisations within the Trust

2. **Responsibilities – Patient /Client care**

2.1 Assess, plan, implement and evaluate programmes of care for individual patients, using and actively seeking evidence based practice to support clinical outcomes as appropriate
2.2 Monitor the quality of nursing care and action audit information to achieve agreed standards
2.3 Ensure the provision of care is in accordance with Imperial’s NHS Trust’s Polices & procedures. This includes adherence to Drugs Administration policy.
2.4 Ensure that nursing documentation is maintained to the Trust standard (including electronic records).
2.5 To act as patient advocate in providing holistic/socio-economic and cultural aspects of the care to clients
2.6 Identify clinical risks and ensure that appropriate actions are taken, in accordance with the Trust Risk Management policy.
2.7 To assist with the implementation of the Trust’s framework for Clinical Governance within the Ward
2.8 Provide information and support to relatives/carers as appropriate, following consultation with members of the multi-disciplinary team.
2.9 Work in partnership with support staff to ensure that care, treatment and service needs are meet.
2.10 Ensure correct report mechanisms are used if standards fall

3. **Responsibilities – Policy and service**

3.1 To be actively involved in the development of Trust policies and procedures at ward level
3.2 To ensure compliance to Trust policies and procedures

4. **Responsibilities – Financial and physical**

4.1 To manage the efficient and effective use of supplies,
4.2 Have continuing responsibility for the provision of a suitable, clean, uncluttered and safe environment for the physical and psychological wellbeing of staff, patients/clients and their relatives.
4.3 Actively be involved in the ordering of supplies ensuring correct stock levels are maintained at all times
4.4 Be aware of any financial constraints that may be in place

5. Responsibility - Staff/ HR/ leadership, training

5.1 Manage own attendance
5.2 Participate in staff education and development, utilising appropriate learning opportunities
5.3 Maintain, update and develop own personal and professional knowledge and skills and those of team by participating in the Trust’s 1:1 process and professional development including E-KSF.
5.4 Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.
5.5 Maintain a positive learning environment for colleagues, patients and visitors.
5.6 Assist in teaching programme for all staff

6 Responsibility - Research and development

6.1 Actively seek evidence based practice which will support clinical outcomes as appropriate
6.2 Participate in local audit and research as required,
6.3 Monitor the quality of nursing care
6.4 Actively participate in research as required

General Responsibilities
This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management.

Scope and Purpose of Job Description

A job description does not constitute a ‘term and condition of employment’. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees’ duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.
**ADDITIONAL INFORMATION**

**Medical Examinations**
All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

**Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults**
Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: [https://www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

**Professional Registration**
Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

**Work Visa/Permits/Leave To Remain**
If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

**NHS Constitution**
The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient’s standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: [www/nhs.uk/constitution](http://www/nhs.uk/constitution)

**Dignity & Respect**
The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

**Confidentiality/Information Quality Assurance/Freedom of Information**
The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

**Risk Management**
All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.
**Health, Safety and Security**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

**Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust’s Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

**Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust’s Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

**Clinical Governance and Risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust’s clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust polices, guidelines and procedures
- Maintaining your continuing professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

**Professional Association/Trade Union Membership**

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.
**IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION**

**POST:** Band 5 Staff Nurse

**DEPARTMENT:** Cardiology Wards. A7/HAC (Hammersmith Hospital)

**LINE MANAGER:** Matron / Senior Sister/Charge Nurse

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<tr>
<th>ATTRIBUTE/SKILLS</th>
<th>MEASUREMENT</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>EDUCATION</strong></td>
<td>Application form/CV:</td>
<td>Current first level RN registration with NMC.</td>
<td>6 months experience in health care.</td>
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<td><strong>SKILLS/ABILITIES</strong></td>
<td>Application form/CV:</td>
<td>Knowledgeable about health care issues and care of the acutely ill patient. Medication administration skills including IV drug administration (or a willingness to undergo training). A willingness to develop teaching skills. Knowledgeable of needed to deliver a high standard of care. A calms supportive approach, professionally motivated. Organisational skills. Basic IT skills. Ability to develop own clinical skills.</td>
<td>Basic knowledge of CPAP, NIV, acute MI interventions and treatments. Complex discharge planning.</td>
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<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Application form/CV:</td>
<td>6 months post registration experience.</td>
<td>Previous cardiology or acute medical experience. Ability to teach</td>
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**Assessment/Interview:** Flexible approach to work.
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<tr>
<th><strong>COMMUNICATION SKILLS</strong></th>
<th><strong>Application form/CV:</strong></th>
<th>Excellent communication skills – both verbal and written. Calm, supportive, motivated.</th>
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<th><strong>PHYSICAL QUALITIES</strong></th>
<th><strong>Assessment/Interview:</strong></th>
<th>Such as to meet the requirements of the role with any reasonable adjustments. Good general health.</th>
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<th><strong>VALUES</strong></th>
<th><strong>Assessment/Interview:</strong></th>
<th>Demonstrable ability to meet Trust values.</th>
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**CLINICAL DIVISION/CORPORATE DIRECTORATE INFORMATION**

The cardiology department at Imperial has 5 cardiac catheter laboratories. 3 interventional labs that treat patients undergoing elective angiography, heart failure, complex stenting, rotablation, transcatheter valve implantation (TAVI). In addition to 2 dedicated electro physiology laboratories where patients undergo cardiac resynchronisation (CRT) device implantation and ablations.

The inpatient cardiology wards consist of: A7 - a 27 bedded inpatient cardiology ward incorporating 5 coronary care beds and 22 step-down beds.

The Heart Assessment Centre (HAC) a 9 short stay cardiology beds with an additional 3 assessment beds receiving patients via LAS as part of Imperial's 24/7 Primary PCI service.

C8 Cardiology stepdown - 15 bedded ward for our longer term patients who require some rehabilitation prior to discharge or elective admissions for cardio thoracic surgery or the cardiac catheter laboratories.

**INFORMATION ABOUT IMPERIAL COLLEGE HEALTHCARE TRUST**

Imperial College Healthcare NHS Trust was launched on 1st October, 2007. Made up of five hospitals; Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, St Mary’s and the Western Eye, and integrating with Imperial College London, we are one of the largest acute trusts in the UK with an annual turnover exceeding £900 million and employing almost 10,000 staff. Offering more that 50 clinical specialities,
and with one of the largest portfolios of services in the country we have one million patient contacts a year.

The Trust has established the UK’s first Academic Health Science Centre (AHSC). The AHSC aims to bring together the delivery of healthcare services, teaching and research in a partnership for the purpose of improving the health of its patients, advancing clinical teaching and scientific invention and innovation.

The Trust’s sites:

- **Hammersmith Hospital** - a postgraduate teaching hospital, famous for its research, and a centre for respiratory medicine, rheumatology, cardiac sciences, gastro-intestinal disease, cancer, particularly gastro-intestinal and HPB, lung and solid organ cancers, and renal medicine. It contains the largest clinical research imaging centre in Europe.

- **St Mary’s Hospital** - in Paddington is world renowned and provides general hospital services to local communities in West London and beyond, and specialist services in paediatrics, obstetrics, infection and immunity, ophthalmology, robotic surgery and cardiology which are accessed by patients from across the nation and the world. St Mary’s is a teaching hospital for academic research and medical education.

- **Charing Cross Hospital** - An undergraduate teaching hospital and a centre for major trauma and serious illness, emergency surgery, neuroscience, vascular services and musculo-skeletal services.

- **Queen Charlotte’s & Chelsea Hospital** - A world-renowned advanced obstetrics and fertility centre, women’s health and ambulatory paediatrics services.

- **Western Eye Hospital** - is the inpatient specialist hub for ophthalmic services in West London offering the only 24 hour emergency eye care in London.

**Imperial College London** - is one of the largest and most influential medical schools nationally and internationally with excellent credentials in teaching and research. It is regularly assessed as one of the top three biomedical research institutions in the UK. It is highly ranked for undergraduate medical education, has an outstanding record of postgraduate medical education and in producing research leaders of the future. The College has one of the largest operational estates of any UK University, including six central London campuses: the main South Kensington campus, Hammersmith, Charing Cross, Chelsea and Westminster, Royal Brompton and St Mary’s.