

## Job Description & Person Specification



Job Title: Staff Nurse  
Band: Band 5

*The very best care, for every patient, every day*

Our values give us all a common purpose and help patients, as well as their family and friends, to know what to expect of everyone they meet when they visit one of our hospitals. These values will be promoted and embedded in policies and procedures to ensure they are reflected in all Trust staff members' conduct

Commitment  
Care Quality

## JOB DESCRIPTION

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### 1. GENERAL INFORMATION

Job Title: Staff Nurse

Grade: 5

Department: All Areas

Division: All Areas

Site / Base: Watford Hospital / St Albans Hospital / Hemel Hempstead Hospital

Reports to: Senior Sister / Charge Nurse

Accountable to: Matron

DBS Clearance – Level Required: Enhanced

### KEY RELATIONSHIPS:

Matron, Senior Sister/Charge Nurse, Ward Team, Patients/Relatives/Carers, PALS, Support Services, Medical Staff and Allied Health Professionals

### 2. JOB SUMMARY:

The Registered Nurse (Staff Nurse) is required:

- To provide a high standard of individualised care to patients, whilst maintaining at all times their privacy and dignity.
- To assess care needs, develop, implement and evaluate programmes of care
- To contribute to supporting the Senior Sister/Charge Nurse
- To support the maintenance of high standards of cleanliness in their own clinical area

### 3. MAIN DUTIES AND RESPONSIBILITIES

#### VALUES

The post holder will uphold and display Trust values of Commitment, Care & Quality

#### 1. OPERATIONAL



### **a) Responsibilities for Clinical Function**

- To practice in accordance with the NMC Code of Professional Conduct and Trust policies procedures and guidelines
- To consistently organise and deliver individualised patient care, ensuring patients physical, social and psychological needs are met
- To communicate effectively and work in partnership with patients, their relatives/carers, nursing colleagues and members of the multi-disciplinary team to ensure care is delivered in an accurate and efficient manner
- To contribute to supporting the Senior Sister/Charge Nurse to maintain/improve and develop high standards of patient care, and thereby ensuring that the patients are treated with privacy, dignity and respect
- Support the Senior Sister/Charge Nurse in actively implementing initiatives outlined within the Trust's local Nursing and Midwifery and Patient Involvement & Experience Strategies
- To assist the Senior Sister in ensuring that nursing practice reflects current clinical developments, evidence based guidance and is based on sound nursing audit and research, identifying opportunities for the promotion and participation in such activities
- Embrace the Essence of Care Framework and actively participate in its implementation Locally
- Support Nurse Led Discharge within area of responsibility and actively participate in discharging/transferring 'medically fit' patients to more appropriate settings.

### **b) Responsibilities for Management**

- To manage a group of patients and take charge of the Ward/Department on occasions when sufficient experience has been gained under supervision during the absence of senior staff
- Establish and maintain good communication with the Ward/Department administrative, housekeeping and domestic staff
- To Support the Senior Sister/Charge Nurse in managing resources effectively
- To be an effective team member
- To be responsible for ensuring all patients and their relatives/carers are kept fully informed of patients treatment/progress and discharge plans/after care
- To report all accidents, hazards, incidents and complaints in accordance with Trust policies and assist in investigation of them as required
- Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed
- Promote interdisciplinary working, with outcomes aimed at the best interests of patients and cohesive service delivery
- Generate and sustain relationships that promote dignity, rights and responsibilities



- Be accountable for own practice and for the delegation of care given to more junior colleagues, support workers and students.

### **c) Responsibilities for Infection, Control & Cleanliness**

- To support the Senior Sister/Charge Nurse in monitoring and sustaining high standards of cleanliness in own clinical area
- To be actively involved in all infection control audits undertaken within Ward/Department
- To act as a role model in relation to embedding the Code of Practice for the Prevention & Control of Healthcare Associated Infections.

### **d) Responsibilities for Professional Development**

- Maintain an active Nursing and Midwifery Council registration
- Undertake all relevant training updates
- Maintain an up to date professional portfolio to support Knowledge skills framework and professional development

### **e) Responsibilities for Staff Management and Training**

- Promote/develop and maintain a culture within the Ward/Department in collaboration with the Senior Sister/Charge Nurse which challenges and questions practice and promotes the quality of thinking amongst practitioners. Ensuring that and students receive effective and documented induction, mentorship, development and support
- Actively participate in developmental opportunities
- Work creatively to develop practice and new ways of working in collaboration with Senior Sister/Charge Nurse
- Fully engage in ones own appraisal/performance review ensuring that there is clarity on the level of authority held for all aspects of the role and that they are regularly reviewed



## EFFORT AND ENVIRONMENT

The following information is required for all posts in order for the “effort and environment” factors required for Agenda for Change to be taken into consideration when banding posts.

Information Required	Please complete as appropriate for the role
<p><b>Physical</b> Examples - the nature, level, frequency and duration of the physical effort required for the job e.g. Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing</p>	<p>Requires a lot of physical effort, standing or walking for the majority of the 12.5 hours on duty. At times the nature of the work includes bending, kneeling, lifting, pulling and pushing.</p>
<p><b>Mental</b> Examples - the nature, level, frequency and duration of the mental effort required for the job e.g. Checking documents, calculations, analyzing statistics, operating machinery, microscope work, assessing patients, formal minute taking, teaching. Also measures whether the postholder will be subject to interruptions</p>	<p>The shift will frequently include assessing patients, completing paperwork/charts, drug calculations, operating equipment which supports patients who are unwell. It will often involve teaching other staff. The post holder will often be at risk of changes to their patients' condition, and needing to reprioritise their workload. The post holder will have constant interruptions from doctors, members of MDT and relatives.</p>
<p><b>Emotional</b> Examples - the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. E.g. giving un-welcome news to staff/patients, dealing with difficult situations / circumstances or, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events, managing major change etc.</p>	<p>The post holder is sometimes involved in talking to and supporting the patients' relatives. The job can involve being with the relatives when the Dr is giving unwelcome news to relatives, and caring for patients who are dying. The job involves completing incident reports, writing reports on patients and updating plans of care.</p>
<p><b>Working conditions</b> Examples - the nature, level, frequency and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Frequent use of a VDU, exposure to extreme temperatures, working at heights, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen. It also includes any exposure to aggressive / challenging behaviour</p>	<p>The role involves intermittent use of computers to retrieve patients' results and update handovers. There is very occasionally aggression, and/or challenging behaviour from patients and/or relatives. The job involves body fluids, foul linen, and occasionally fleas or lice.</p>

**Author:**

**Date:**



**Person Specification Form**

Job title: Staff Nurse

Grade: Band 5

Department: Medicine

<b>Factors</b>	<b>Essential requirements</b>	<b>Desirable requirements</b>	<b>Measurement E.G: Application form/CV/Assessment/Interview</b>
<b>West Hertfordshire NHS Trust Values</b>	Demonstrable ability to meet Trust values of <b>Commitment</b> Care <b>Quality</b>		
<b>Education &amp; Qualifications:</b> <i>e.g. level of education, professional qualification, registration requirements, evidence of further professional development</i>	Registered Nurse  NMC Registration	Diploma/Degree in Nursing	Application/CV
<b>Knowledge:</b> <i>e.g. requirement of technical expertise or knowledge specific to the role</i>	Up to date knowledge of relevant political and professional issues in healthcare  Knowledge of acute nursing		Application/Interview/Assessment
<b>Experience:</b> <i>Previous experience relevant to the post e.g. experience necessary to effectively perform role</i>	Understanding of acute healthcare		Application/Interview/Assessment

Factors	Essential requirements	Desirable requirements	Measurement E.G: <i>Application form/CV/Assessment/Interview</i>
<p><b>Skills and Ability:</b> <i>Additional expertise acquired through practice or training which is a requirement of the post e.g. Team Leadership, motivational or organisational skills, communication skills</i></p>	<p>Ability to deliver a high standard of care to a wide variety of patients</p> <p>Ability to work as part of a team</p> <p>Good verbal and written communication skills</p> <p>Ability to adhere to trust policies and procedures and with clinical guidelines</p> <p>Able to work under pressure</p>	<p>Computer literate</p>	<p>Application/Interview/Assessment</p>
<p><b>Personal Qualities:</b> <i>Special aptitudes relating to the demands of the post e.g. Team – player, flexible</i></p>	<p>Motivated</p> <p>Dependable</p> <p>Flexible</p> <p>Pleasant</p> <p>Team Player</p> <p>Willingness to work in all areas of critical care</p> <p>Professional</p>		<p>Interview/Assessment</p>

**ADDITIONAL INFORMATION IN SUPPORT OF THE JOB DESCRIPTION**

- The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.
- This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimised. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients and visitors are not exposed to unnecessary or avoidable risk.

<b>VALUES BASED APPRAISALS</b>	All staff employed within the Trust will be expected to participate in the annual values based appraisal process for themselves and any staff accountable to them
<b>BEHAVIOURAL FRAMEWORKS</b>	In addition to the responsibilities and requirements outlined in this job description, all staff should refer to the behavioural standards. These are based on the Trust's values, define the behaviours all staff are expected to display and underpin organisational recruitment, appraisal, reward and development processes
<b>NO SMOKING POLICY</b>	All Trust sites are smoke free environments. Staff who fail to comply with the policy will be subject to disciplinary action
<b>REHABILITATION OF OFFENDERS ACT</b>	Under this Act, offences which are 'spent' need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal 'spent' convictions if asked. Further information can be found via: <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>
<b>HEALTH CLEARANCE</b>	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
<b>PROFESSIONAL REGISTRATION</b>	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body 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
<b>WORK VISA/ PERMITS/LEAVE TO REMAIN</b>	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





**EQUAL OPPORTUNITIES**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, race, sex, colour, nationality or ethnic or national origins or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunities policy and it is for every employee to contribute to its success

**CONFIDENTIALITY AND DATA PROTECTION**

During the course of your employment, you may see, hear or have access to information on matters of a confidential nature relating to the work of the Trust or to the health and personal affairs of patients and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations. Disciplinary action may be taken against any employee who contravenes this regulation.

If you are involved in any procedures which include access to computer systems or data, you are responsible for your own actions and for ensuring security in compliance with UK/EEC legislation, the Data Protection Act 1984 *updated to 1998* (etc) and Trust Policies. In particular you should note that security passwords may not be shared or divulged. Media enquiries should be referred to the Chief Executive's office or in his/her absence, to any Director of the Trust.

*Nothing in this clause restricts the provisions of the Public Interest Disclosure Act 1998*

**HEALTH AND SAFETY**

You have a statutory duty to observe all health and safety rules, attend appropriate training courses and take all reasonable care to promote the health and safety at work of yourself and your fellow employees.

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 all employees and visitors. In accordance with this legislation, the post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as to report / ensure that any defect which may affect safety at work is brought to the attention of the appropriate manager

**SAFEGUARDING CHILDREN & VULNERABLE ADULTS**

WHHT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults; and expects all staff and post holders to share this commitment by understanding their role in effective safeguarding. 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

**INFECTION PREVENTION AND CONTROL**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical must adhere to the Trust's Infection Prevention and Control policies, procedures and guidelines at all times. When necessary staff should liaise with the Infection Prevention and Control Team (IPCT) and act on any advice given. Staff must attend regular infection prevention and control mandatory update training



<b>NHS CONSTITUTION</b>	<p>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: <a href="http://www.nhs.uk/constitution">www.nhs.uk/constitution</a></p>
<b>DIGNITY &amp; RESPECT</b>	<p>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.</p>
<b>RISK MANAGEMENT</b>	<p>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.</p>
<b>CONFLICT OF INTERESTS</b>	<p>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.</p>
<b>REVIEW</b>	<p>This job description will be reviewed annually and may be amended in light of changing business needs of the Trust</p>

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