

## JOB DESCRIPTION

<b>Job Title:</b>	STAFF NURSE - Neonatal
<b>Grade:</b>	Band 5
<b>Managerial Reporting Responsibility:</b>	Ward /Department Sister/ Charge Nurse
<b>Professional Reporting Responsibility:</b>	Ward /Department Sister/ Charge Nurse
<b>Job Purpose:</b>	The post holder is responsible for developing, implementing and reviewing planned nursing care, and for the maintenance of associated records for patients in the given clinical area. He/ she works as an effective team member, assisting in the management and the organisation of work as required. The post holder displays effective communication skills and works as a role model for good practice, supporting and developing students and more junior colleagues as required.

### Principal Responsibilities

#### Managerial:

1. Works as an effective team member. Actively promote excellent team and interdisciplinary relationships.
2. Demonstrates good personal communication. Establish and maintain effective communication with individuals/ groups about difficult or complex issues. Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed.
3. Works with team to maintain high standards of cleanliness in the clinical area and a well maintained ward / department environment.
4. Actively promotes diversity, including race diversity, both in the delivery of the Directorate's services and in management and development of staff within the clinical area. Assists the Ward/ Department Manager to sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
5. Ensure own practice complies with Data Protection/ Confidentiality/ Caldicott principles.

## **Clinical and Technical**

1. Practices in accordance with the Nursing and Midwifery Council's Code: Professional standards of practice and behaviour for nurses and midwives and Trust policies, protocols and guidelines. Is accountable for own practice and for appropriate delegation of care he/she gives to colleagues, nursing support workers and students.
2. Demonstrates ability to assess, plan, implement and evaluate the needs of patients/ families and carers. Demonstrates concise, accurate, timely record keeping. Supports more junior staff and students to deliver high standards of effective, patient centred- care. Displays good analytical ability and sound decision making in changing clinical situations. Develops insight into evidence underpinning care.
3. Develops own clinical, technical and interpersonal skills, and critical thinking ability to become a competent practitioner. Works to achieve competencies appropriate to grade.

## **Teaching and Training**

1. Assists in the promotion/ development and maintenance of a culture within the clinical environment, which challenges and questions practice and promotes the quality of thinking amongst practitioners.
2. Assists in the effective induction, mentorship, support and development of new staff, students and more junior colleagues.
3. Works with team to develop effective and appropriate teaching, training and development for patients and colleagues. Contribute to educational and nursing audits and the subsequent implementation of action plans.

## **Role Responsibilities.**

1. Participates in Clinical Governance to maintain and improve standards of patient care. Work as a role model in placing the patient's experience at the core of service delivery. Assist in the monitoring and auditing of the quality of care through a range of strategies, including risk management incident reporting, complaints, research and effectiveness monitoring and clinical audit. Ensure own actions promote quality and alert others to quality issues. Contributes to the development of the service.
2. Demonstrates commitment to the vision and objectives of the clinical area. Work with Ward Sister/ Charge Nurse to effectively managing the allocated financial resources within allocated budget. Demonstrate understanding of the importance of ensuring effective skill mix and appropriate caseload management at all times.
3. Assists in the monitoring and maintenance of the health, safety and security of self and others in work area. Assists in the identification and assessment risks in work activities. Help to developing strategies to manage these effectively. Work within risk management/ occupational health legislation and Trust procedures and ensure that colleague for whom the post holder is responsible works within the same.
4. Takes responsibility for own continuing professional development and performance, maintaining own portfolio in accordance with re-registration requirements. Is able to identify own development needs in relation to current practice and future plans, setting personal development objectives.

**This job description is not exhaustive and will be subject to periodic review in association with the post holder.**

## PERSONAL SPECIFICATION - STAFF NURSE – NEO NATAL

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications / Training:</b>	<ul style="list-style-type: none"> <li>▪ Registered Nurse (Children), Registered Midwife, or Registered Nurse</li> </ul>	Qualification in speciality
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience as student / registered nurse</li> </ul>	<ul style="list-style-type: none"> <li>▪ In speciality may be advantageous</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent personal and communication skills</li> <li>▪ Demonstrates ability to place patient and family at centre of care.</li> <li>▪ Caring</li> <li>▪ Team player- appears to value the contribution of others</li> <li>▪ Motivated and enthusiastic.</li> <li>▪ Demonstrates sound understanding of personal accountability</li> <li>▪ Demonstrates understanding of team working</li> <li>▪ Demonstrates commitment to the importance of fundamental care</li> <li>▪ Appropriately assertive</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of critical thinking ability</li> <li>▪ Interest in undertaking new roles/ tasks</li> <li>▪ Good role model</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>▪ Good IT skills</li> <li>▪ Cleared by Occupational Health</li> </ul>	European Computer Driving Licence

## **Policies and Procedures**

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

### **Confidentiality**

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

### **Equality of Opportunity and Diversity**

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

### **Fire**

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

### **Health and Safety at Work Act**

You are required to take reasonable care for 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 the Trust to ensure that statutory and departmental safety regulations are followed.

### **Medical Questionnaire**

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

### **Smoking Policy**

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

### **Infection Control**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates.