JOB DESCRIPTION

BANK STAFF NURSE

<table>
<thead>
<tr>
<th>Band:</th>
<th>Agenda for Change Band 5</th>
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<tbody>
<tr>
<td>Hours of Work:</td>
<td>Ad hoc, internal rotation, Bank Holiday and weekend work, shift patterns as arranged through the Nurse Bank Office.</td>
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<tr>
<td>Department:</td>
<td>Nurse Bank</td>
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1. JOB SUMMARY

The post holder will demonstrate the ability to work within a team, supporting senior nurses in assessing, planning, implementing and evaluating individualised patient care, assist in the supervision of junior colleagues and manage the ward/unit in the absence of senior staff.

As a Trust employee the postholder is expected to be a clear, effective communicator with an open, polite and professional attitude. The postholder will respect all patients, carers and staff and contribute to a clean, safe and friendly environment.

2. MAIN DUTIES AND RESPONSIBILITIES

Direct Patient Care

- Take an accurate nursing history of individual patient
- Identify individual patient problems
- Plan care and set realistic goals with the co-operation of patients/carers
- Organise daily activities within these parameters
- Able to identify potential problems in advance
- Able to recognise the significance of clinical observations made and liaise with the appropriate person
- Able to manage own workload effectively and respond well to observational support
- Can identify the priorities of nursing care for individual patients and can take advice where appropriate

Communication

- Able to demonstrate pro-active communication strategies to meet the needs of patients, relatives and colleagues
- Develop the skills to anticipate patient reaction and plan an appropriate style in view of patient problems and lifestyle
- Respect confidentiality at all times, particularly with regard to sensitive personal data
- Maintain accurate and legible nursing records as stipulated by the NMC Records and Record Keeping Standard
- Develop own knowledge and underpinning skills to interpret measurements and clinical observation, reporting to senior nursing staff and medical staff with the urgency the individual situation may require and follow through to a satisfactory conclusion
- Maintain good and effective liaison links with other wards and departments throughout the hospital
- Act as a Link Nurse with other departments and specialities within the Hospital and communicate this information to the nursing team
- Participate in groups and attend meetings where appropriate, communicating this information to the nursing team

**Education and Development**

- To demonstrate continuous personal development of professional knowledge and skills
- Develop the ability to identify the learning needs of patients/relatives and modify own approach according to their response
- Actively participate in teaching programmes/sessions for patients, relatives, nursing colleagues and other health care professionals
- Assist senior staff in facilitating and mentoring student nurses and junior colleagues
- Participate in Clinical Reflection/Critical Incident review to facilitate reflective practice and thus improve standards of care and own professional accountability and responsibility

**Resource Management**

- Able to use and care for equipment appropriately and effectively
- Can be relied upon to manage own time
- Maintain own knowledge and adherence to Trust Policies and Procedures
- Work within Nursing and Midwifery Council's Code at all times

**Clinical Governance**

- Is able to maintain standards of care delivered in accordance with Trust policies and procedures
- Use the Ward Monitoring tool/Peer Review/Essence of Care to monitor care delivered and initiate improvements or celebrate achievements where appropriate
- To undertake local audits as requested, by either direct line manager or Head of Nursing

**Working Environment**

- Seek opportunities to develop own knowledge and professional practice
- Develop competency in caring for distressed patients and relatives
- Ensure patients and relatives individual needs are met in a polite, courteous, informative and compassionate manner
- Be prepared for some physical effort in maintaining patients comfort and care
- Demonstrate and have the ability to work under pressure maintaining concentration and safely at all times
- Responsible for own Health and Safety at work, is aware of personal and protective equipment and monitors and observes that of colleagues in the ward environment
- To work with the manager to ensure a safe environment is maintained in order to safeguard the welfare and safety of patient, staff and visitors
- Report all hazards and incidents to the manager.

3. OTHER DUTIES – STANDARD STATEMENTS
Control of Infection

In order to comply with the Health Act 2006 (Code of Practice for the Prevention and Control of Health Care Associated Infections) it is the responsibility of every employee to prevent and control the spread of infection following the Trust’s infection control policies. These are available on the intranet in the document library under clinical policies and guidelines, infection control. If, as a routine part of your job, you do not have access to the intranet please discuss with your line manager how you can access this information to ensure that you are familiar with your responsibilities.

Confidentiality

Information relating to patients records, diagnosis and/or treatment of patients, employee records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority. Breaches of confidentiality will result in disciplinary action being taken.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all employees to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Equal Opportunities and Diversity

The Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust’s Equal Opportunities Policy.

All employees hold personal responsibility for the application of this Policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all employees have a responsibility to highlight any potentially discriminatory practice to their line manager, Human Resources Department or trade union/professional associations.

All managers are responsible for ensuring that they positively promote equality of opportunity in service delivery and employment. Furthermore all Managers are responsible for ensuring that they pro-actively manage all reports made to them regarding potentially discriminatory practices and should take advice from the Human Resources department regarding the policy and procedures to use to manage such procedures.

Copies of the Equal Opportunities Policy are available from the Human Resources Department or via the Trust Intranet.

Protection of Vulnerable Adults and Children

The Trust is committed to ensuring vulnerable adults and children are protected and come to no harm. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection of vulnerable adults and safeguarding children, and must adhere to them at all times.
iCARE

Yeovil District Hospital NHS Foundation Trust places a high importance upon respecting, valuing and listening to everyone who visits or works for the Trust. iCARE has been developed to help focus the whole Trust on key elements of patient care which our patients and employees have told us to improve. iCARE aims to use feedback from everyone who interacts with the Trust. This will inform and influence employee behaviour in order that our care upholds the principles of: effective COMMUNICATION; positive ATTITUDE; RESPECT for patients, carers and colleagues; an ENVIRONMENT that is conducive to care and recovery.

Mandatory attendance is expected of all employees for the iCARE course and to always uphold iCARE principles.

Health and Safety

All employees have a responsibility to abide by the safety practices and codes authorised by the Trust. They have an equal responsibility with management for maintaining safe working practices.

Trust Policies

All employees have a responsibility to abide by all Trust Policies which can be found via the Trust Intranet. Copies can also be obtained via your manager.

Professional Registration

To maintain consistently high professional standards and act in accordance with your code of professional conduct.

Appraisal and Continuous Personal Development

Each year you will have a formal appraisal. During this meeting personal objectives and a personal development plan will be agreed with you. Performance in achieving these objectives, and progress towards completing your personal development plan will be discussed regularly throughout the year.

You should assume responsibility for continuous personal development and attend training, meetings, conferences, workshops and courses as required, thereby ensuring your personal practice is up to date.
Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder.

This job description is subject to regular review dependent on the needs of the service and the developmental needs of the post-holder, and should always be revisited as part of the appraisal process.

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<th>Signed as acceptance of the above terms:</th>
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## PERSON SPECIFICATION
### STAFF NURSE

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<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
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<tr>
<td>Registered General Nurse</td>
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<td>NMC registered</td>
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<td><strong>Skills and Abilities</strong></td>
<td>IT skills</td>
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<tr>
<td>Effective communication skills</td>
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<td>both written and verbal</td>
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<td>Good interpersonal skills</td>
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<td>Planning and organisational skills</td>
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<td>Works well in a team</td>
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<td>Physically able to carry out duties of the post</td>
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<td>Adaptable/flexible/self motivate</td>
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<td>Uses own initiative and is able to make decisions</td>
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<td>Sound clinical skills</td>
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<td>Able to maintain clear and legible documentation</td>
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<td><strong>Specialist Knowledge</strong></td>
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<td>Knowledge of Clinical Governance and a commitment</td>
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<td>to clinical supervision</td>
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