

Staff Nurse

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning • Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Staff Nurse
BAND	5
RESPONSIBLE TO	Ward Manager/Ward Sister/Charge Nurse
ACCOUNTABLE TO	Senior Nurse Manager/Matron
RESPONSIBLE FOR	Director of Nursing, Midwifery & Allied Health Professionals

JOB SUMMARY

The post holder has responsibility for the provision of competent professional nursing care, to meet with individual needs of the designated patient population. The post holder will be accountable for the delivery of such care to a specific group of patients, and take charge of the ward / department on a regular basis. The post holder will organise own time and that of junior staff, delegating to junior staff and learners, and participating in teaching and education programmes for staff and patients.

MAIN DUTIES AND RESPONSIBILITIES

1. Clinical and Professional

- 1.1 Strive to maintain the highest standard of patient care at all times by using the nursing process to assess patient' individual needs, plan care within the overall framework of nursing, implementation and evaluate nursing care and act on the outcomes without requiring supervision
- 1.2 Carry out and assist with nursing procedures and treatments as required, in accordance with trust policies and guidelines
- 1.3 Support the implementation and maintenance of Team Nursing or other framework to organise the delivery of care
- 1.4 Minimise hospital acquired infection rates by following infection control policies
- 1.5 Participate in the delivery of holistic patient care by developing effective working relationships with members of the multi-disciplinary team
- 1.6 Develop professional partnerships required to deliver high quality patient care



- 1.7 Develop, attain and maintain competencies to effectively meet the needs of patients within a designated area in line with the Nursing Officer (CNO) 10 Key roles as relevant to area of practice and role
- 1.8 Participate at least yearly in the corporate process for personal development through appraisal and personal development plans
- 1.9 In line with the scope of professional practice and Mayday expanded practice guidelines, develop skills in specified areas in line with the Trust framework and local policy
- 1.10 Ensure that nursing documentation related to patient care is in accordance with the '*NMC Standards for records and record keeping*' requirements, and the legal and ethical framework e.g. data protection, confidentiality

2. Management

- 2.1 Provide support and leadership to junior registered nurses students, HCA's and colleagues from other disciplines
- 2.2 Take charge of the ward / department and other designated areas as required in line with Trust policy. Deploying staff according to competencies and workload to meet patient needs.
- 2.3 Act as team leader/Primary Nurse managing a team of nurses in the delivery of care
- 2.4 Within a system of case management such as Team Nursing/Named Nursing coordinate and monitor the progress of patients along their care pathway and report any variances from the pathway
- 2.5 Contribute to evaluation of the performance of the ward / department team, including undertaking assessment appraisal and personal development plans for junior staff. Contributing to development of individuals and the ward / department team.
- 2.6 Ensure the effective use of resources and maintain adequate stock levels according to local policy including medicines, medical equipment
- 2.7 Contribute to a clean, tidy and safe working environment undertaking risk assessments where appropriate for patients, staff and visitors
- 2.8 Maintain equipment including competence to use equipment, how to clean equipment and how to obtain parts and repair services
- 2.9 Assist the ward manager and deputy in recruitment and selection of nursing staff
- 2.10 Participate in staff induction and orientation to the ward, undertaking the Preceptorship role

3. Research and Audit

- 3.1 Participate and cooperate in audit and research activity as required within the Trust framework and act on findings to improve nursing practice
- 3.2 Participate and assist in setting standards of patient care based on research findings



- 3.3 Act as a Link nurse for an area of practice with responsibility for sharing information relating to changes/developments to the ward team, and participate in developing practice in consultation with Ward Manager, Modern Matron and Senior Nurse Manager
- 3.4 Participate and assist in systematic monitoring and evaluation of nursing practice
- 3.5 Reflect on clinical incidents and participate in the development and implementation of strategies to improve practice and represent ward/department at clinical governance meetings as required and strive to ensure that nursing care is evidence based

4. Education and Training

- 4.1 Attend mandatory training e.g. Resuscitation, fire, health and safety, mentorship update
- 4.2 Participate in receiving and providing Clinical Supervision / Reflective practice
- 4.3 Participate in the Preceptorship of new staff as required
- 4.4 Participate in the Mentorship of learners as required
- 4.5 Complete relevant workbook to support personal development
- 4.6 Attend courses / modules in relation to the clinical speciality and patient need

5. Consultancy

- 5.1 Share and involve patients and their carers in progress reviews and discharge planning to include care post discharge, service provision and self care initiatives, consulting with specialist nursing services as required
- 5.2 Give advice to patient and relatives regarding after care, services available self management

6. Human Resources (HR)

- 6.1 Awareness of Trust and Local HR Policies including
 - Communication and behaviour
 - Sickness/Absence
 - Capability and Conduct
 - Whistle blowing
 - Equal opportunities

GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.



3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.



- 10. Budget Holders are responsible for adherence to Standing Financial Instructions
- 11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
- 12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder :

Date:

Line Manager:

Date



PERSON SPECIFICATION

JOB TITLE: Staff Nurse **BAND:** 5

Competency	Essential	Desirable	How tested	
			Application	Interview
Education and Qualifications:	Registered General Nurse	Vocational assessor qualification (D32/D33)	√	
	Post – registration experience	ENB/Module relevant to area of practice	√	
	ENB 998/997 or Mentorship Module	Diploma in Nursing/BSc or working towards	√	
Skills / Abilities	Undertaking oral drug round	Clinical Supervision/Reflective practice	√	√
	Blood sugar monitoring		√	
	Use of equipment for blood pressure monitoring / oxygen saturation		√	
	Assess-plan-implement evaluate patient care		√	
	IV therapy / Drug Administration		√	
	Phlebotomy		√	
	Cannulation		√	
	Reading CVP		√	
	Use of Infusion Pumps		√	
	Practical recording of ECG		√	
	Male Urethral Catheterisation		√	
	IT systems		√	
	Able to work without supervision		√	
	Teaching experience			√
	Flexible			√
Good interpersonal skills		√		



Competency	Essential	Desirable	How tested	
			Application	Interview
Knowledge & Understanding	Respects the needs, rights and feelings of patients	Managing change	√	√
	Effective communication with patients, families, carers and colleagues	Budgetary management		√
	Shares and uses information about and for patients appropriately			
	Works effectively in teams including multi disciplinary teams		√	
	Commitment to own continuing professional development supporting the learners and development of others		√	
	Maintains health and safety for patients and colleagues			√
	Is knowledgeable about the hospital and the local care community and its services			√
	Awareness of current professional nursing issues			√
	Health promotion			√
Experience	Motivates others	Communicates vision and personal values	√	
	Proactive in taking decisions			√
	Responsiveness and flexibility	Develops and empowers staff	√	√
		Innovation and creativity	√	
		Works across professional, team and organisational boundaries	√	
		Demonstrates resilience and persistence	√	
Other	Flexible shifts		√	



	Internal rotation To work in other areas of the department and Trust as required		√	√
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