

## HOLY CROSS HOSPITAL

### JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Staff Nurse
Responsible to:	Ward Sister
Accountable to:	Director of Clinical Services
Key working relationships:	Director of Clinical Services, Ward Sister, all nursing staff, all professional clinical staff and assistants, medical staff, external contacts e.g. discharge coordinators

**The post holder will be expected to comply with the standards and codes of conduct as laid down by the Nursing and Midwifery Council. The post holder must provide evidence of current NMC registration.**

**The post holder will be expected to demonstrate a commitment to learning and development**

#### **1. OVERALL OBJECTIVE OF JOB ROLE**

The Staff Nurse is accountable to the Ward Sister for the delivery of high quality care to the patients at Holy Cross Hospital. The post holder is responsible for ensuring attainment of agreed clinical standards and professional development supported by colleagues and the Director of Clinical Services.

#### **2. MAIN DUTIES AND RESPONSIBILITIES**

##### **2.1. Clinical**

Delivering expert nursing care, monitoring and maintaining standards of care.

Ongoing informal and formal assessment of patients in order to provide the most beneficial care to people with complex disabilities

Identify and act on changes in patient condition, making safe, timely decisions appropriate to the situation.

Work with patients, the multi-disciplinary team and families to set realistic and achievable goals

Plan and provide care interventions for patients in line with the needs and goals of the patient.

Provide support to relatives keeping them informed as far as possible in line with patient confidentiality policy.

Maintain up to date case records and care plans maintaining patient confidentiality in line with Holy Cross policy.

Provide appropriate and timely reports and other patient correspondence.

Attend all relevant team meetings and case reviews.

Ensure medicines are managed in accordance with hospital and national standards.

## **2.2. Management and leadership**

### *2.2.1. People management*

Work with colleagues to provide support to all ward staff.

Contribute to raising the profile and developing the nursing team by:

- Recognising and valuing contributions from individuals within the ward team
- Acknowledging equal opportunities for all team members
- Providing clinical support
- Working with team to define clear individual roles and responsibilities
- Contributing to multi-disciplinary team building within Holy Cross

### *2.2.2. Human resources*

Contribute to the induction of new staff acting as a mentor when appropriate.

### *2.2.3. Service development and resource control*

Contribute to the planning, setting, reviewing of nursing team objectives and projects in line with hospital business plan.

Assist in the evaluation of achievements against objectives.

### *2.2.4. Communication*

The post holder will ensure:

- All written documentation is legible, accurate and meets hospital record-keeping standards
- Written or verbal information is clear, accurate and presented in a way that is appropriate to the target group

- All verbal communication is delivered with clarity, accuracy and is free from jargon
- All communication with outside agencies are conducted in a manner which enhances and promotes the reputation of the hospital
- Conflicts and misunderstandings are handled in a positive manner and a satisfactory resolution is normally achieved

### **2.3. Organisational audit and quality**

Participate in clinical audit and quality assurance initiatives.

Deal with complaints promptly and sensitively in line with hospital complaints policy.

Identify audit needs and plan audit in liaison with Clinical Governance team.

#### *2.3.1. Legislative requirements*

Adhere to requirements by:

- Implementing and reviewing policies and procedures ensuring compliance of oneself and colleagues
- Implementing Health and Safety policies and procedures ensuring compliance of oneself and colleagues

## **3. PROFESSIONAL DEVELOPMENT**

Delivery of teaching to other members of clinical staff.

Participate in in-service training and feedback on courses attended.

Take responsibility for own professional development.

Be committed to further development of own clinical skills and knowledge actively seeking learning opportunities as appropriate.

## **4. HEALTH & SAFETY:**

Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

Maintain and protect the safety, confidentiality and dignity of patients and families.

Manage a clean, safe and tidy ward environment.

Ensure programmes in place for the cleaning and maintenance of equipment.

Take an active role in the prevention and control of infection.

Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency.

**5. GENERAL:**

Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment.

Act in accordance with the hospital's Data Protection Policy.

Monitor the use of stock items, ordering stock as necessary.

Be aware of the Equal Opportunities Act and how it is implemented within Holy Cross Hospital.

Adhere to diversity and ethical principles with particular attention to the Race Relations Act (1976), Disability Act (1995) and the Sex Discrimination Act (1975).

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

.....  
Print name

.....  
Date

.....  
Director of Clinical Services

.....  
Print name

.....  
Date

**PERSON SPECIFICATION AND COMPETENCY PROFILE  
STAFF NURSE**

<b>Qualifications and Knowledge Required</b>	
<i>Essential Requirements</i>	<i>Desirable Requirements</i>
Registered General Nurse with current NMC registrations	ENB 998 or equivalent
Knowledge of neurological care	
Knowledge of respiratory care	

<b>Skills and Experience Required</b>	
<i>Essential Requirements</i>	<i>Desirable Requirements</i>
Clinical experience in relevant areas	Experience of clinical assessment and report writing
Good communication skills	
Good team worker	
Ability to be self-directing and motivate others	
Ability to work calmly under pressure recognising stress in self and others	

<b>Key Competency Areas</b>
1. Leadership
2. Decision making/problem solving
3. Extended practice e.g. management of tracheostomy
4. Communication - verbal and written
5. Negotiating skills
6. Relationship building / teamwork
7. Adaptability / flexibility