

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Staff Nurse
DEPARTMENT:	Ward
BAND:	D
HOURS:	Bank
CONTRACT:	Bank
RESPONSIBLE TO:	Ward Manager
ACCOUNTABLE TO:	Chief Nurse

Job Summary

Responsible for the assessment of patient care needs, implementation and evaluation of programmes of care, Carry out nursing care without direct supervision, in a variety of hospital settings. The post holder will also be required to regularly supervise and teach qualified and or unqualified staff.

Roles and Responsibilities

Clinical care

1. Assess, plan, implement and evaluate evidence based nursing care
2. Collect, collate, evaluate and report information, maintaining accurate patient records.
3. Recognise and respond appropriately to urgent and emergency situations.
4. To ensure that steps are taken to provide a safe environment for patient, staff and visitors.
5. Demonstrate nursing skills to staff, patients and relatives.

6. To be aware of and practice professionally in accordance with the NMC code of conduct and the scope of professional practice.
7. To ensure the privacy and dignity of all patients is paramount and not compromised.
8. To work collaboratively across the organisation
9. Ensure the effective and efficient use of departmental resources both physical and financial

Communication

1. Co-operate and liaise with medical staff and all other members of the multi-disciplinary team.
2. To communicate with the Sister on a daily basis regarding patient care.
3. Develop knowledge, understanding and application of personal leadership skills.

Education

1. Ensure own compliance with regard to mandatory training and PREP requirements.
2. Develop own clinical knowledge and participate in the development of others
3. To participate in an annual performance review to identify the postholder's development needs.

Clinical Governance

1. Assist the ward / department Manager in audits and the development and implementation of action plans
2. Ensure compliance with policies, procedures and clinical guidelines.

General

1. To present a professional appearance which gives a positive image of Fairfield and a manner that is appropriate and inspires confidence.
2. To attend regular meetings as requested by Management.

3. Act as an advocate for safeguarding patients, demonstrate courage to speak up when there are concerns about care

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: