

**Agenda for Change: Job Description**

<b>Post Title:</b>	Staff Nurse
<b>Directorate/Department:</b>	Cancer Care
	Division A – Countess Mountbatten House
<b>Agenda for Change Band</b>	Band 5
<b>Accountable to:</b>	Ward Manager
<b>Accountable for:</b>	N/A
<b>Main Purpose:</b>	<p>To provide a high standard of individualised nursing care in accordance with agreed policies, through assessment, planning, implementation and evaluation of care for individual patients.</p> <p>To educate patients; carers; learners and other nursing staff.</p>
<b>Key Working Relationships:</b>	CMH Medical , Nursing and Allied Healthcare professionals
<b>General Duties:</b>	<p><b>Professional Practice</b></p> <p>To provide a high standard of care for patients by assessing, planning, implementing and evaluating care for individual patients.</p> <p>To give and receive regular reports on the progress of patients, reporting immediately any changes in the patients' condition to the senior trained nurse on duty, or the medical staff as appropriate.</p> <p>To carry out all aspects of nursing care, treatments and procedures within agreed policies and procedures.</p> <p>To work with medical staff and other members of the health care team to ensure that treatments are carried out within agreed policies.</p> <p>To maintain accurate records of observation, treatment and patient/family care.</p> <p>To receive patients and their relatives in a calm, courteous and reassuring manner, participate in providing information and support.</p> <p>To ensure the safe custody of patients' belongings and valuables according to Trust policy.</p> <p>To participate in the checking and administration of prescribed drugs (including controlled drugs) and other substances in accordance with Trust policy.</p> <p>To ensure that all equipment is in good working order and ready for immediate use. Report any defective equipment or provision of supplies to Nurse Manager</p> <p>To inform the Nurse Manager or deputy of any untoward events or problems affecting patients or staff, where appropriate complete an accident or incident form.</p>

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	<p>To support the Fire Group Leader, ensuring that all staff are aware of: Position of fire fighting equipment. Standard fire procedure.</p> <p>To uphold confidentiality due to patients and relatives at all times and in all situations according to Trust policy.</p> <p>To ensure compliance with Infection Control standards, in line with Trust policy.</p>
	<p><b>Personal and Professional development</b></p> <p>To wear the correct uniform and to present oneself in a professional manner at all times.</p> <p>To adhere to policies and procedures, and be familiar with the location of current files.</p> <p>To participate in the promotion of good working relationships within the CMH team and across CMH services</p> <p>To keep up-to-date with clinical developments, and participate in innovation and change concerned with improving the standards of care for patients.</p> <ol style="list-style-type: none"> <li>1. To assist in the orientation and in-service training of new staff and the appraisal of learners.</li> <li>2. To take on a specific area of interest / project / audit / link role, and develop resources for this.</li> </ol>

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p><b>Duty of Care</b></p>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<p><b>NHS Standards of Business Conduct and Professional registration</b></p>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>

<p><b>Living our values every day</b></p>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<p><b>Health and Safety:</b></p>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<p><b>Infection Prevention and Decontamination of Equipment:</b></p>	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<p><b>Child Protection/Safeguarding</b></p>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>
<p><b>Confidentiality</b></p>	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</b></p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
<p><b>Mental Capacity Act 2005</b></p>	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual’s best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p>
<p><b>Last Updated</b></p>	<p>18 December 2017</p>

## EMPLOYMENT CRITERIA/PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties described in the job description. These are identified as either essential, ie those without which the job could not be performed adequately, or desirable, ie those which, although not essential, could enhance job performance. These criteria should be capable of being measured in some way through the selection process either by information given on the application form and references or by aptitude test results or questions planned for the interview. The specification should be used to shortlist applicants and to compare how well candidates match the agreed specification.

People with disabilities may apply for this post. Please specify here if there are any physical or mental impairments/disabilities which may prevent performance of this post to an acceptable level.

You may be asked what arrangements - if any, can be made to overcome the disability ie provision of equipment or changes to the physical working environment/job tasks.

**Post Title:** Staff Nurse **Directorate/Department:** Division A, Cancer Care

Headings	Essential	Desirable	Means of Assessment	Interview Comments Name of Candidate:
Physical requirements of the post	Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act/Disability Discrimination Act)		Application / CV, interview question, references	
Qualifications training required	RGN, R/N (adults)	Diploma, degree, oncology /palliative care course	Application / CV	
Previous or relevant experience necessary	Ward nursing, up to date nursing knowledge	Previous oncology nursing/palliative care	Application / CV, interview question	
Aptitudes and skills required	Bright cheerful nature, willing to update and maintain knowledge, Excellent non-verbal and verbal communication skills. Contributor to the team. Willing to participate in change.	Basic computer skills	Interview	

## PERSON SPECIFICATION

**EMPLOYMENT CRITERIA/PERSON SPECIFICATION**

<b>Personal qualities</b>	Calm caring and patient manner, dependable, motivated, and able to undertake tasks delegated to them and to work on own initiative. Recognises own limitations. Questioner.		Interview	
<b>Special requirements of the post</b>	Shift work, flexible.	Smart and Professional appearance, in line with Trust Uniform policy.	Application form, interview	
<b>Living the Trust values:</b>	Able to demonstrate behaviours that meet the Trust Values  Patients First Always Improving Working Together		Application and interview	
<b>Outside interests</b>		Interests outside of work	Interview	<b>Appoint:</b> <b>No</b>

**PERSON SPECIFICATION**