

Emergency Department Staff Nurse Band 5

Job description

Date: 15/06/16

Context

Barts Health NHS Trust is one of Britain's leading healthcare providers and the largest trust in the NHS. It was created on 1 April 2012 by bringing together three trusts: Barts and The London NHS Trust, Newham University Hospital NHS Trust and Whipps Cross University Hospital NHS Trust. The new trust has a turnover of approximately £1.1 billion and approximately 15,000 employees.

Together our hospitals - Newham University Hospital in Plaistow, St Bartholomew's (Barts) in the City, The Royal London in Whitechapel, The London Chest in Bethnal Green and Whipps Cross in Leytonstone - deliver high quality clinical care to the people of east London and further afield.

The hospitals offer a full portfolio of services that serve the needs of the local community, and are home to some of Britain's leading specialist centres including cancer, cardiac, trauma and emergency care. Barts Health also has one of the UK's busiest children's hospitals and internationally renowned surgical facilities.

Our vision is to create a world-class health organisation that builds on strong relations with our partners and the communities we serve – one dedicated to ending the historic health inequalities in east London. We will build an international reputation for excellence in patient care, research and education. And as members of UCL Partners, the largest academic health sciences system in the world, we will ensure that our patients are some of the first in the country to benefit from the latest drugs and treatments.

We are looking for the best talent to lead our ambitious new healthcare organisation. In return, the Barts Health will provide unsurpassed professional development opportunities, enabling investment in a range of new initiatives that would mean:

- doctors and nurses in training will be able to gain experience in different hospitals along the whole patient pathway;
- there would be greater opportunity for career progression – we could retain good staff who might otherwise leave to gain promotion;
- becoming world-class will enable us to recruit some of the best doctors and researchers in the world – who can share their knowledge and experience;
- joining forces with other partners in an Academic Health Science System will mean that staff would be better able to secure funds and pool their talents to develop new technology, techniques and treatments.

Job description

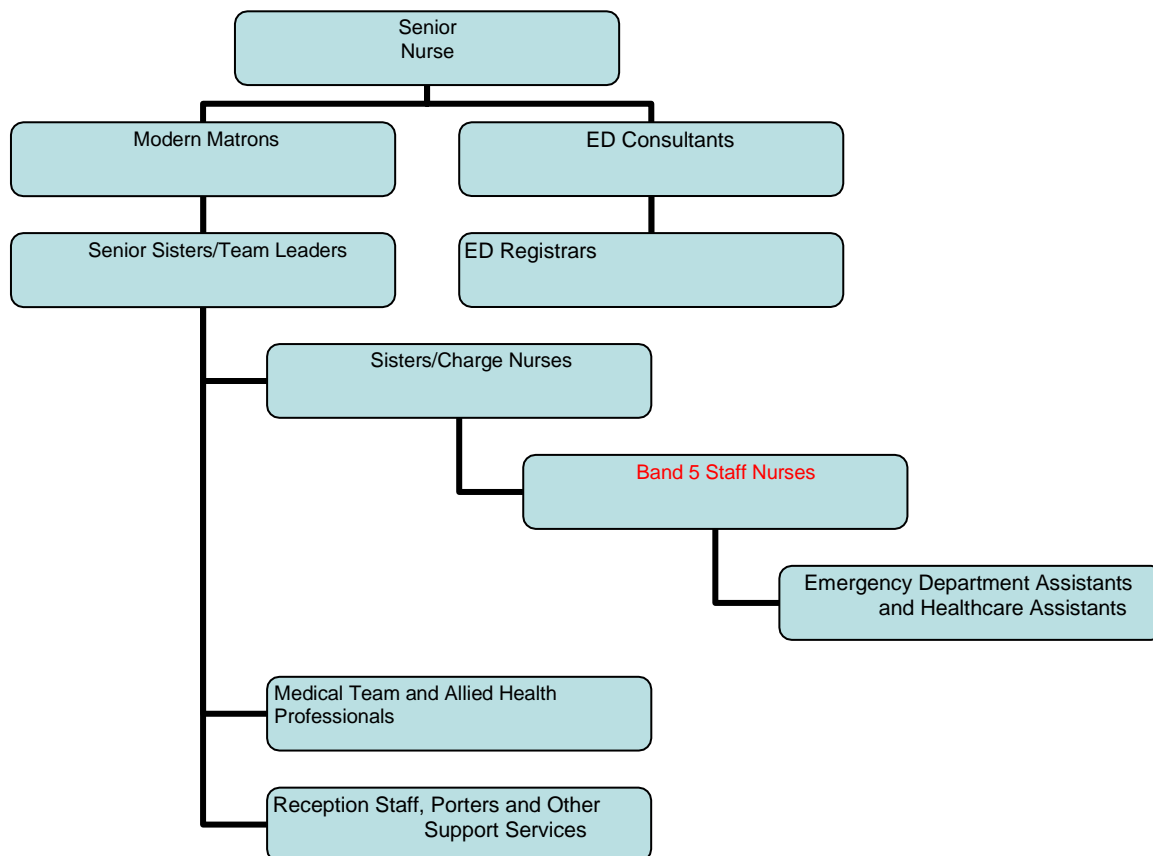
Job title:	<i>Staff Nurse Emergency Department</i>	
Clinical academic group:	<i>ECAM</i>	
Board/corporate function:	<i>Enter the board/ corporate function the post sits in</i>	
Salary band:	<i>Band 5</i>	
Responsible to:	<i>Senior Sister/Charge Nurse</i>	
Accountable to:	<i>Directorate Head of Nursing</i>	
Hours per week:	<i>37.5</i>	
Location:	<i>The Royal London Hospital, Whitechapel</i>	
Budgetary responsibility:	<i>N/A</i>	
Supervises:	<i>Newly qualified/junior nurses Emergency Department Assistants, Health care support workers, Student nurses</i>	

Aim of the role

To provide the highest standard of individualised and holistic patient care, in conjunction with the interdisciplinary team. The post holder will work within the NMC Code, trust policies, guidance and procedures to ensure safe working practice of self and others.

Key working relationships

The post holder will be expected to work closely with the team in the Emergency Department especially the senior nurses, emergency nurse practitioners [ENP's] and doctors, to plan and respond to the changing needs in the department. The post holder will also need to work closely with the site co-ordinators / bed manager, and medical staff and nursing teams from other departments to ensure smooth transitions of care.



Key Working relationships

Provide the highest standard of individualised and holistic patient care. Participate in the development of evidence based practice and ensure that clinical practice is based on the latest available clinical evidence to provide optimum patient care

Main duties and responsibilities

Communication – Core Dimension Level 3

Develop and maintain communication with people about difficult matters/and/or in difficult situations

1. Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.
2. Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.
3. To be responsible for disseminating Trust policies and information as required.
4. Provides feedback to other workers on their communication at appropriate times

5. A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care
6. The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.
7. Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures

Personal and People Development – Core Dimension Level 2

Develop own knowledge and skills and provide information to others to help their development

8. Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.
9. Engages in the Preceptorship programme either as a Preceptor or a Preceptee.
10. Develops an awareness of clinical supervision/action learning
11. Improves clinical practice through reflection with self or others.
12. With the support of sister/charge nurse through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.
13. Influence the development of knowledge, ideas and work practice.
14. The post holder is expected to develop their IT skills by completing the European Computer Driving Licence (ECDL) qualification

Health, Safety and Security – Core Dimension Level 2

Monitor and maintain health safety and security of self and others.

15. The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures
16. The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998)
17. The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment
18. When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of hoists
19. Takes appropriate action to manage an emergency summoning assistance immediately when this is necessary.

20. Works in ways that minimise risks to health safety and security.

Service Improvement – Core Dimension Level 2

(Contribute to the improvement of services)

21. Participates in the development of the ward/department Philosophy of Nursing and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice
22. Develop skills in accordance with the expanded role relevant to the post holder's clinical area (Ward areas to develop specific examples related to speciality)
23. Develops knowledge, understanding and application of their personal leadership skills
24. Co-ordinates the activities of the clinical area when required

Quality – Core Dimension Level 2

Maintain quality in own work and encourage others to do so.

25. The post holder must at all times work in accordance with the NMC Code
26. Participates in research, audit and quality initiatives.
27. Demonstrates knowledge and skills related to evidence based practice
28. Uses and maintains resources efficiently and effectively and encourages others to do so
29. Monitors the quality of work on own area and alerts others to quality issues

Equality and Diversity – Core Dimension Level 2

Support equality and value diversity.

30. The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy
31. Identifies and takes action when own or others' behaviour undermines equality and diversity
32. Take account of own behaviour and its effect on others

HWB3 Protection of health and wellbeing – S. Dimension Level 1

Recognise and report situations where there might be a need for protection.

33. Works in partnership with others to identify and assess the nature, location and seriousness of risk, reporting to the Senior Nurse and utilising the incident reporting mechanism.
34. Adheres to local and national policies in relation to health and wellbeing in accordance with their level of responsibility (e.g. decontamination policy, child protection, health and safety, fire, COSHH, CBRN, Major Incident, Mental Health Act)

HWB6 Assessment and Treatment Planning – Specific Dimension Level 2

Contribute to the assessment of physiological and/or psychological functioning

35. Assesses, plans, implements and evaluates patient care and makes changes as necessary in conjunction with Senior staff.
36. Respects individuals dignity, wishes and beliefs and involves them in the decision making process.
37. Identifies deteriorating patients and takes appropriate action.
38. Ensures documentation is accurate and up to date
39. Demonstrates an enquiring approach to patient care
40. Safely administers prescribed medication and monitors effects
41. Educates patients, relatives and staff as necessary
42. Plans care in accordance with locally approved guidelines/proformas/protocols or pathways and identifies patients who fall outside of these frameworks

HWB7 Interventions and Treatments – Specific Dimension level 2

Contribute to planning, delivering and monitoring interventions and/or treatments.

43. Ensures patients' views are taken into account in the decision making process
44. Demonstrates knowledge in relation to consent issues
45. Participates in collaborative decision making within the nursing team and identifies precautions of contraindications to proposed management plan.
46. Participates in meeting the health education and promotes the needs of patients and carers

IK2 Information Collection and Analysis – Specific Dimension Level 2

Gather, analyse and report a limited range of data and information

- 47. Demonstrates an understanding of research and development and how this influences nursing practice
- 48. Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system
- 49. Analyse and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring)
- 50. Maintain the integrity of information using agreed methods and procedures
- 51. Reports the data/ information clearly in the required format and at the time agreed

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

Effort, skills and working conditions

Physical skills	Ability to work with basic IT systems Ability to develop extended skills as the job role requires
Physical effort	The post holder will be required to undertake manual handling procedures including moving patients within the hospital. Assisting with physical patient handling. <i>The post holder will be required to stand for long periods of time.</i>
Mental effort	The post requires high levels of concentration in an unpredictable environment which requires flexibility in approach. High levels of concentration with an adaptive workload required to manage priorities.
Emotional effort	The post holder has to be able to work successfully under pressure of time and resources. There may be occasional exposure to distressing and/or emotionally demanding situations as expected working in an unscheduled care

	environment.
Working conditions	<i>Need to work flexible hours to meet service need. Shift rotation between days and nights.</i>

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

Barts Health NHS Trust actively encourages development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

Health and safety at work

The post holder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Confidentiality and data protection

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

Conflict of interest

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

Equality and diversity

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

NHS managers' code of conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nmc-uk.org/

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant

Budgetary management

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

Barts Health values based leadership

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high quality health care.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.
10. We will provide and support the leadership to achieve these pledges.

Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.

Smoke Free Trust

Barts Health NHS Trust is a smoke free health provider. This means that smoking or vaping and charging electronic cigarettes is not permitted anywhere on our hospital grounds or premises. Our Smoke Free Policy aims to support smokers who are ready to stop and create a smoke free environment. As a healthcare provider it's important we do everything we can to reduce smoking among patients, visitors, staff and the risk of harm to others. All employees are expected not to smoke in their uniform or with Trust ID cards on public display. Frontline clinical staff are expected to advise patients about the risks of smoking and support them by offering a referral to the smoking cessation service and for inpatients also offer nicotine replacement therapy (e.g. nicotine patches) or medicines; to help alleviate the discomfort of nicotine withdrawal. Smokers are up to four times more likely to stop smoking successfully with support than by going it alone and are more motivated to stop smoking whilst in hospital.

Person specification

Post	Staff Nurse Emergency Department	Band	5
Dept/ward	Emergency Department, The Royal London Hospital		

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken into consideration in a job evaluation panel.

Essential = E Desirable = D		E or D	Application form	Interview
Qualifications and knowledge	Registered Nurse	E	X	
	Intravenous Drug administration	E	X	
Experience	Minimum 6 months post qualification experience at time of application in an acute care setting	E	X	
	Previous Emergency Department Experience	D	X	
Skills	Intravenous Cannulation	D	X	
	Immediate Life Support	D	X	
	Ability to demonstrate use of basic IT systems	E	X	
	Ability to carry out essential nursing care and procedures	E		X
	Ability to use and maintain resources efficiently and effectively	E		X

Essential = E Desirable = D		E or D	Application form	Interview
Personal and people development	Ability to demonstrate enthusiasm towards teaching and sharing knowledge	D		X
	Understanding of own knowledge and skills	D		X
	Demonstrates the ability to identify own learning needs	D		X
	Ability to reflect on actions, carry out tasks of own job and identify what is needed to be able to do the current job better	E		X
	Ability to take an active role in agreed learning activities and maintains a record of them	E		X
	Able to demonstrate a current knowledge of emerging health care issues	E		X
	Acts in a way that is consistent with legislation, policies and procedures and abide by trust health and safety policies	E		X
Ability to recognise own limits and work within limits of competence	E		X	
Communication	Ability to work as part of a multi-disciplinary team	E	X	
	Ability to communicate effectively across the department and within the directorate	D		X
	The ability to communicate with patients in an empathetic manner regarding their treatment and procedures	E		X
	Can demonstrate an enthusiastic, approachable and friendly manner	E		X
	Ability to communicate effectively in both a written and oral manner	E		X
	Ability to treat everyone with whom s/he comes into contact with dignity and respect	E		X

Essential = E Desirable = D		E or D	Application form	Interview
Specific requirements	Ability to work flexible hours to meet service requirements- shift patterns include internal rotation between day and night shifts	E		X
	Ability to prioritise clinical work effectively	E		X
	Demonstrates a non-judgemental approach to patient care	E		X
	Ability to identify deteriorating patients	E		X
	Able to work within set time frames working to priorities and deadlines	E		X
	Ability to monitor the quality of own work	E		X
	Ability to accurately record and report back on patient assessments undertaken and risks identified	D		X
	Experience of equal opportunity policies and procedures	D		X
	Effectively carries out tasks related to evaluating services when asked	D		X
	Ability to offer constructive suggestions for service improvement	D		X

MH 06/16