

# Be part of a *community that cares*

Apply today and join a team that's inclusive,  
vibrant and celebrates success.

**JOB DESCRIPTION AND  
PERSON SPECIFICATION**



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#CommunityThatCares

## ABOUT US

As the largest provider of community healthcare services in Sussex, our teams help people to plan for and manage changes to their health, supporting patients and their families to live more independently. We employ over 5,000 full and part time staff, and provide community services to a population of 1.3 million people.

Each year our dedicated clinicians see adult or child patients more than 2.6 million times, caring for people from their earliest moments right up to the final stages of their life.

SCFT teams deliver a range of health and care services to more than 9,000 people every day, working in care homes, clinics, intermediate care units, people's own homes, GP surgeries, schools and other community venues across the region.

Our vision is to provide **excellent care at the heart of the community** and achieving the highest level of service is our top priority.

We develop and nurture our staff, and recognise that they are our greatest asset.

We give them clear career pathways, support their wellbeing, recognise and value their diversity and provide them with the leadership, skills and knowledge they need to deliver the best care for our patients now and in the future.

Jobs are available in a wide variety of services, both adult and children's, at locations across East and West Sussex.

This is what our staff had to say in our last NHS Staff Survey:



**82%**

said care is the Trust's top priority



**77%**

would recommend the care the Trust provides to family or friends



**70%**

would recommend the Trust as a place to work

## WHY WORK WITH US?

- Positive 2021 NHS Staff Survey results
- The Care Quality Commission (CQC) rates our quality of services as good with outstanding features
- Stunning locations in Sussex, surrounded by the South Downs and the coast
- A great working environment in the community, in patients' homes and our community hospitals
- Excellent training and development opportunities
- Real Living Wage Employer, with great rates of pay
- Flexible working options, including job sharing, annualised hours, career breaks, parental leave and adoption leave
- Supportive team environments
- Cost-effective and convenient workplace nurseries
- Thriving BAME, Disability and Wellbeing, LGBT+ and Religion and Belief staff networks
- Accredited Level 3 Disability Confident Leader, committed to creating inclusive workplaces

## OUR VALUES

We encourage and expect all staff to actively promote and adhere to our values in every aspect of their work.

### Compassionate care

Caring for people in ways we would want for our loved ones.

### Achieving ambitions

For patients and service users, colleagues, our teams and our organisation.

### Working together

Forging strong links with our patients, the public and our health and care partners, so we can rise to the challenges we face together.

### Delivering excellence

Our patients and partners deserve nothing less.

**Why not join an organisation that is inclusive, vibrant and celebrates success?**

## JOB DESCRIPTION

<b>Job title:</b>	Bank General Nurse
<b>Grade:</b>	Bank 5
<b>Directorate:</b>	Various
<b>Division:</b>	Temporary Workforce
<b>Service:</b>	Various services
<b>Location:</b>	Various locations

### 1. Job overview

- a) Here at Sussex Community NHS Foundation Trust we are passionate about delivering the highest quality care to all our patients. In order to help us achieve this, we are looking for enthusiastic, motivated and committed band 5 registered nurses to join our temporary workforce.
- b) As a trust bank nurse you will be able to choose a flexible working pattern to suit your work life balance in a variety of clinical settings working as part of a committed multidisciplinary team.
- c) This job description gives a broad overview of the key responsibilities of a band 5 nurse bank. Guidance should be given by the nurse in charge on specific responsibilities and skills directly relating to your job assignment.

### 2. Communication and working relationships

- a) Working in partnership, the post-holder communicates effectively with patients and their carers, the multi-disciplinary team and other key stakeholders on a range of complex health care matters, issues, ideas and situations.
- b) To accept the concept of clinical supervision to reflect on own performance in clinical practice and to enhance and improve practice.

### c) 3. Main tasks

- a) The post holder is responsible for the assessment of care needs and the development implementation and evaluation of programmes of care.

- b) Ensure that agreed standards of nursing practice within the ward/department area are maintained.
- c) Ensure that all Trust, Divisional, and Ward/Department Health & Safety Policies are adhered to.
- d) Maintain personal contact with patients, other health care disciplines, relatives and visitors.
- e) To undertake appropriate enhanced roles, following the necessary training, e.g. IV drug administration, ECG recording. Ensure safe custody and administration of drugs, in accordance with Trust Policy.

#### 4. Main responsibilities

- a) To act as an appropriate and effective role model at all times.
- b) To liaise with other staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service.
- c) To investigate accidents, incidents and complaints, implementing corrective actions where necessary, in consultation with the ward sister/charge nurse and Matron, in accordance with Trust Policies.
- d) Maintain a safe environment for all staff, patients and visitors and ensure that all equipment is safe and in working order.
- e) Participate in the development and implementation of new initiatives.
- f) To be responsible for ensuring confidentiality and safekeeping of patient records.
- g) To be responsible for reporting incidents and potential risks to the sister/charge nurse.
- h) Attend mandatory training and participate in continuing development and appropriate education.

#### 5. Organisation chart

Temporary Workforce Service

Post holder



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

## 6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

## 7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

## 8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

## 9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

*For posts **without** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

*For posts **with** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

## 10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

## 11. Use of technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

## 12. No smoking policy

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

## 13. Professional registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

## 14. Infection prevention and control

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high

standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

### **15. Safeguarding children, young people and vulnerable adults**

- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

### **16. Quality**

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



## PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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<b>Location:</b>	Various location

Criteria	Essential or desirable	Method of assessment
<b>Key</b>	<b>E = Essential D= Desirable</b>	<b>A= Application I= Interview C= Certificates T= Test</b>
<b>Qualifications and/or professional registration</b>		
Registered Nurse and NMC registration.	<b>E</b>	<b>A/I</b>
Evidence of recent CPD.	<b>E</b>	<b>A/I</b>
<b>Experience</b>		
Experience in a hospital setting or community setting	<b>E</b>	<b>A/I</b>
<b>Skills and knowledge</b>		
Evidence of ability to practice as competent practitioner.	<b>E</b>	<b>A/I</b>
Evidence of ability to maintain effective working relationships with colleagues, patients and visitors.	<b>E</b>	<b>A/I</b>
Knowledge of current local policies informing community health and social care services.	<b>E</b>	<b>A/I</b>
Promote independence and choice in undertaking patient care.	<b>E</b>	<b>A/I</b>

Criteria	Essential or desirable	Method of assessment
<b>Key</b>	<b>E = Essential D= Desirable</b>	<b>A= Application I= Interview C= Certificates T= Test</b>
Evidence of an ability to manage time effectively.	<b>E</b>	<b>A/I</b>
Understanding of clinical governance and its requirements especially risk management. Demonstrate an understanding of confidentiality.	<b>E</b>	<b>A/I</b>
Basic computer skills or willing to achieve within an agreed period	<b>E</b>	<b>A/I</b>
Demonstrates ability to reflect and learning from situations.	<b>E</b>	<b>A/I</b>
Clear examples of co-operative team working.	<b>E</b>	<b>A/I</b>
Identifies difficulties as challenges and works with others to identify solutions.	<b>E</b>	<b>A/I</b>
Demonstrates a high level of understanding of self and able to identify personal limitation and shows openness to address them.	<b>E</b>	<b>A/I</b>
An understanding of the principles of equal opportunities in relation to staff and patients.	<b>E</b>	<b>A/I</b>
<b>Other requirements</b>		
Requirement to travel cost effectively across the are covered by Sussex Community NHS Foundation Trust.	<b>E</b>	<b>A/I</b>

Good luck with your application!

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