



WORLD CLASS CARE
FOR OUR COMMUNITY

NHS

Royal Surrey
NHS Foundation Trust



Job Description
Staff Nurse – Band 5
Nursing and Midwifery

Staff Benefits



Car Leasing scheme

Buying and selling
Annual leave

On site M&S and Costa

On site Nursery and Play schemes

Education Centre

Partnerships with Argos and Currys, 0% Interest on all purchases

Free confidential Financial
Advice and Guidance

Personal Loans

Savings Opportunities

Self-referral Physiotherapy

Subsidised restaurant

Active Social Club

Free access to 24/7
counselling and support

Season Ticket Loan

NHS Pensions, 14%
Employers contribution

Discounted Gym Membership

NHS Services discounts

Slimming World
Partnership

NHS Cashback

Flexible Pay scheme

Cycle to Work scheme

20% off at Nandos

Visit our website to check
out the full list of staff benefits:

www.royalsurrey.nhs.uk/rewards-and-benefits



Dear Applicant

Thank you for your interest in applying for a job within the nursing team at Royal Surrey NHS Foundation Trust.

Royal Surrey plays a pivotal role in our local community providing district general services, community services and specialised cancer care within its Cancer Centre.

With circa 1400 registered nurses and midwives, and over 400 healthcare assistants, we offer a wide range of opportunities for internal development and flexible working possibilities.

I am incredibly proud of our nursing and midwifery team who really do live our values and demonstrate outstanding care and compassion every day.

I wish you every success with your application to join our team and hope to meet you if and when you join the Royal Surrey nursing and midwifery team.

A handwritten signature in black ink, reading "Jo Mountjoy".

Best wishes

Jo Mountjoy

Chief Nurse

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Staff Nurse
Band:	5
Base	Royal Surrey NHS Foundation Trust
Department / Portfolio	Various
Reports to:	Sister/Charge Nurse
Accountable for	N/A

2. JOB PURPOSE

As a registered, accountable and autonomous nurse to act in the best interests of your patients at all times and take personal responsibility for your actions and decisions. To be responsible for patient assessment, planning of care, implementing and supervising safe and compassionate care, and evaluating the effectiveness of care. As an NMC registrant facilitate learning and development of others. You will demonstrate leadership qualities and be open, transparent and trustworthy. As a Trust employee act with integrity and uphold the values and beliefs of the Trust and the NMC Code of Conduct.

2.1 JOB SUMMARY

To provide a high standard of individualised patient care reflecting individual competencies and education that involves relatives/carers as appropriate. To be responsible for the nursing care of a defined group of patients. To assist in the management and organisation of the nursing service in the clinical area including the teaching and management of more junior staff or those in training.

3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

Professional Function:

- To adhere to the main standard of performance for patient care, within the concepts of the accepted nursing philosophy, 'The Guide' and good customer care.
- To carry out all relevant forms of nursing care without direct supervision.
- To manage a group of patients ensuring effective communication with the nurse in charge.
- To liaise with clinicians, other professionals and community staff as appropriate coordinating and maintaining care which will achieve the set standards.
- To ensure that the following standards are met and that this can be demonstrated.
 - a) Respect for privacy, dignity and religious and cultural beliefs

- b) Information to relatives and friends about the progress of treatment subject to the patient's wishes
- c) A named qualified nurse must be allocated and be responsible for each patients' care
- d) Discharge of patients from hospital must comply with agreed standards which include prior consultation with agencies such as community nursing services and local authority social services departments
 - To be aware of the departmental budget in order to achieve a safe and cost-effective service within the constraints of the agreed budget.
 - To ensure care provided is evidence based and in line with the Trusts policies, procedures, standards and guidelines.
 - To act as a second mentor and participate in teaching pre-registration students, Healthcare assistants and supporting National Vocational Qualifications as required ensuring they are given adequate supervision and support.
 - To be required to use any computer system purchased by the Trust providing appropriate training given.
 - To set an example of professional work and behaviour and may be required to take charge as part of an on-going experience in a learning situation.
 - To participate in any other duties that you may be asked to undertake by senior nursing staff.

Personnel Function:

- To ensure that you are familiar with the Trust's policies and procedures and introduce staff to them as required.
- To exercise leadership by example.
- To continue to develop clinical and professional knowledge and be aware of own training needs.
- To work to the competencies/objectives expected of a Band 5 registered nurse.
- To assist with appraisals of healthcare assistants.

Clinical Governance:

- To participate in the clinical governance and quality activity in conjunction with the sister/charge nurse including:
 - a) Maintaining accurate documentation
 - b) Incident reporting and preparation of accurate statements as required
 - c) Undertaking audits
 - d) Participating in research
 - e) Understanding the complaints procedure
 - f) Practice development
- Contribute to teaching sessions and be involved in producing a teaching resource file.
- To promote and participate in health education.

Special Responsibilities:

To abide by the NMC Code of Professional Conduct for the Nurse and ensure safe practice. As a registered nurse or midwife, you are personally accountable for your practice. In caring for patients and clients you must:

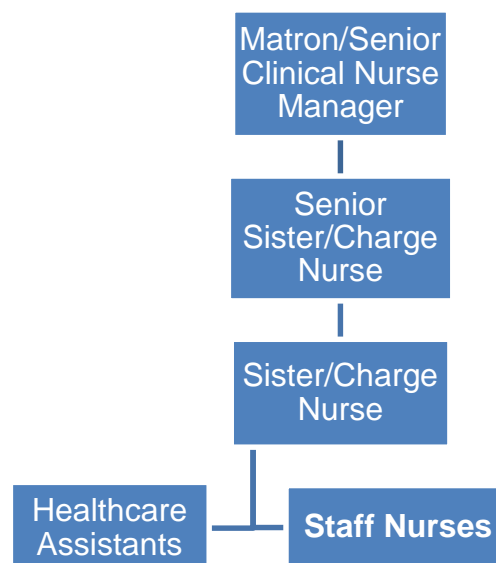
- Respect the patient or client as an individual
- Obtain consent before you give any treatment or care
- Protect confidential information
- Co-operate with others in the team
- Maintain your professional knowledge and competence

- Be trustworthy
 - Act to identify and minimise risk to patients and clients
- These are the shared values of all the United Kingdom health care regulatory bodies.

4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Multi-disciplinary teams Trust board Working groups	Working with other external partners i.e. universities, faculties, professional bodies, other organisations

5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



6. OTHER RESPONSIBILITIES

Management

- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post

Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

Equal Opportunities

- The Trust is aiming to promote equal opportunities. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Members of staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety as Work Act 1974, all of us have a duty:
 - To take reasonable care of ourselves and others at work; and
 - To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm

and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

Our vision, mission and values

The Trust recently undertook a listening exercise with its staff which has formed our new vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

Our Mission

Together we deliver compassionate, safe care every day

Our Vision

To provide nationally celebrated, community focused health and care

Our values are:



7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.

PERSON SPECIFICATION

POST: Staff Nurse

BAND: 5

*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
Values and Behaviours			
ESSENTIAL CRITERIA FOR ALL POSTS			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		
Share information openly and effectively with patients, staff and relatives	√		
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
Qualifications			
Registered Nurse Part 1 or 2	√		A
Evidence of recent professional updating and relevant personal development	√		A/I
Knowledge and Experience			
Demonstrates professional awareness and knowledge	√		I
Understanding of current issues in Acute NHS setting		√	I
Consolidation of Nurse Training		√	I
Can demonstrate up-to-date clinical credibility/competence		√	I
Knowledge of clinical governance issues such as complaints handling, clinical risk management		√	I

Knowledge of current NHS and Professional issues		√	
Demonstrable service within an Acute Ward	√		I
Skills and Capabilities			
Excellent customer care skills	√		I
Good communication skills	√		I
Competencies in tasks such as IV additives/ECG recording and venepuncture or willingness to undertake		√	I
Computer skills		√	I
Personal Attributions			
Ability to portray a professional image including inspiring confidence and trust	√		I
Methodical, well organised approach	√		I
Reliable	√		I
Ability to cope under pressure	√		I
Team worker	√		I
High standards of patient care	√		I
Confidence to liaise with other members of the multidisciplinary team and be courteous, patient and helpful at all times	√		I