

**JOB DESCRIPTION**

**AFC:N0025**

<b>JOB TITLE:</b>	<b>Staff Nurse</b>
<b>BASE:</b>	
<b>DIVISION:</b>	
<b>CONTRACTED HOURS:</b>	
<b>BAND:</b>	<b>5</b>
<b>RESPONSIBLE TO:</b>	<b>Macmillan Lead Urology Clinical Nurse Specialist</b>
<b>ACCOUNTABLE TO:</b>	<b>Director of Nursing Surgery</b>

**JOB SUMMARY:**

To be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care without direct supervision.

To be responsible for ensuring patient care and safety are evaluated whilst on duty.

To supervise the work of student nurses and support workers.

**MAIN RESPONSIBILITIES:**

**CLINICAL:**

- 1.1 Assess, plan, implement and evaluate individual programmes of care based on an agreed model of care and in consideration of individual need, maximising opportunities for health promotion and education.
- 1.2 Manage a defined group of patients/clients, participating in all aspects of care from admission through to discharge.
- 1.3 Assess and prioritise patient/client requirements, delegating effectively to others.

- 1.4 To recognise, review and report patient's/client's condition and any changes to it to senior members of staff within the multidisciplinary team.
- 1.5 To be professionally accountable for own actions during working shift.
- 1.6 To comply with NMC and local standards for record keeping.
- 1.7 To undertake administration of prescribed medication and supervision of patient's self-medication.
- 1.8 To be aware of the psychological/emotional needs of the patient/carer responding and reporting appropriately.

#### **MANAGEMENT/LEADERSHIP:**

- 2.1 To develop managerial skills by taking charge of the ward/department under supervision.
- 2.2 To take responsibility for the ward/department occasionally in the absence of senior staff.
- 2.3 To work as part of the multidisciplinary team and to regularly lead a team of junior nursing staff on a day to day basis reporting appropriately to the nurse in charge.
- 2.4 To review current practice and report to ward /departmental manager areas requiring change.
- 2.5 To supervise student nurses and support workers in the giving of care.
- 2.6 To act as a positive role model for other staff.
- 2.7 Utilise all resources to the maximum benefit of the service, being aware of resource implications specific to the ward/department.
- 2.8 Receive and report sensitive information within the nursing team to patients, carers, visitors, members of the multi-disciplinary team and external agencies.
- 2.9 Recognise and report any complaints from patients and carers.
- 2.10 Respond effectively to episodes of verbal and/or physical aggression.

#### **EDUCATION:**

- 3.1 Take responsibility for own professional development, developing own skills within the Scope of Professional Practice and the Trust Staff

Nurse Development Programmes, attending any training required by the Trust and maintaining own personal development profile.

3.2 To act as a mentor to junior nursing staff.

#### **RESEARCH/GOVERNANCE:**

4.1 Promote clinical excellence through participating in setting, maintaining and monitoring standards of care within clinical governance framework and take part in audit and benchmarking.

4.2 Support and participate in research and development activity.

4.3 Be aware of and maintain professional standards of conduct, reporting to senior staff members identified areas of concern.

4.4 Participate in the model of Clinical Supervision as developed and promoted within the Trust.

4.5 Participate in the delivery of evidence based care.

#### **CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

#### **HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

#### **RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

**EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

**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.

**USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

**SMOKING:**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

*I agree that this Job Description is an accurate reflection of my current role and responsibilities.*

Name: .....

Signature: .....

Date: .....

Generic:  or Variation:  (tick as appropriate)

## PERSON SPECIFICATION

**Post Title: Staff Nurse**

**Division/Department/:**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant clinical experience, including that as a student or unqualified nurse</li> </ul>	AF	<ul style="list-style-type: none"> <li>Relevant clinical experience since registration</li> <li>Relevant voluntary experience</li> </ul>	AF  AF
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>RN (Adult) with current NMC registration</li> </ul>	AF		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a multidisciplinary team</li> <li>Problem solving skills</li> <li>Prioritising skills</li> <li>Planning skills</li> <li>Commitment to personal and professional development</li> <li>Flexible and responsive to change.</li> </ul>	AF/I  AF/I AF/I AF/I  AF/I	<ul style="list-style-type: none"> <li>Interest in teaching/ability to teach.</li> <li>Interest in speciality.</li> </ul>	AF/I  AF/I
<b>Management/ Supervision/ Co-ordination skills</b>	<ul style="list-style-type: none"> <li>Ability to delegate</li> <li>Ability to recognise own limitations.</li> </ul>	AF/I AF/I	<ul style="list-style-type: none"> <li>Mentorship skills</li> </ul>	AF/I
<b>Written skills</b>	<ul style="list-style-type: none"> <li>Proficient in reading and writing in the English language</li> <li>Ability to write and evaluate simple reports and nursing care plans</li> </ul>	AF  AF/I		

<b>Communication/ Verbal skills</b>	<ul style="list-style-type: none"> <li>• Able to speak, receive, understand and issue instructions in English without risk of misunderstanding</li> <li>• Be able to communicate effectively via telephone, individual or group discussion</li> <li>• Ability to communicate with all members of the multi-disciplinary team on regular basis.</li> <li>• Able to communicate concerns in a timely manner.</li> </ul>	<p>I</p> <p>I</p> <p>AF/I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Knowledge of e-mail and patient data systems.</li> </ul>	<p>AF</p>
<b>Responsibility for financial &amp; physical resources</b>	<ul style="list-style-type: none"> <li>• Awareness of stock control and effective handling of patients property</li> <li>• Ability to use resources effectively.</li> </ul>	<p>AF/I</p> <p>I</p>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to calculate drug dosages</li> <li>• Understanding of holistic care</li> <li>• Awareness of evidence based practice.</li> </ul>	<p>T</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Knowledge of <i>(please insert specific requirements for clinical area)</i></li> </ul>	<p>AF/I</p>
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Able to safely carry out manual handling of patients and equipment and stores as per Trust policy.</li> <li>• Able to set up basic equipment to maintain patient safety.</li> <li>• Able to assist others with the delivery of patient care.</li> </ul>	<p>AF</p> <p>AF</p> <p>AF</p>		
<b>Mental Effort</b>	<ul style="list-style-type: none"> <li>• Ability to synthesise complex information</li> <li>• Ability to maintain concentration under stressful conditions.</li> </ul>	<p>I</p> <p>I</p>		
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Ability to recognise, report and diffuse conflict situations.</li> <li>• Ability to work within high turnover pressurised environment on a daily basis.</li> <li>• Able to work in close/intimate contact with patients (e.g. direct contact with bodily fluids)</li> <li>• Personal contact with patients and relatives.</li> </ul>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>		
<b>Emotional Effort</b>	<ul style="list-style-type: none"> <li>• Able to deal with the emotional consequences of illness (difficult and upsetting situations, in particular)</li> </ul>	<p>AF/I</p>		

<b>Other</b>			• Basic I.T. skills	AF
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How tested:    AF    -    Application Form  
                   I        -    Interview  
                   P        -    Presentation  
                   T        -    Test

*I agree that this Person Specification has been discussed and agreed with me.*

Name: .....

Signature: .....

Date: .....

Generic:  or Variation:  (tick as appropriate)

**NHS KNOWLEDGE AND SKILLS FRAMEWORK - OUTLINE FOR A POST**

**Title of Post:**

**Band 5 Nurse (Foundation – Subset)**

**Division / Department:**



KSF Dimensions	Indicators	Areas of Application (examples)
<b>CORE DIMENSIONS</b>		
<p><b>1 Communication</b></p> <p>Level: 2</p> <p>Descriptor: <b>Communicate with a range of people on a range of matters</b></p>	<p>a) communicates with a range of <u>people</u> on a range of <u>matters</u> in a <u>form</u> that is appropriate to them and the situation.</p> <p>b) improves the effectiveness of communication through the use of <u>communication skills</u>.</p> <p>c) constructively manages <u>barriers</u> to effective communication.</p> <p>d) keeps accurate and complete records consistent with <u>legislation, policies and procedures</u>.</p> <p>e) communicates in a manner that is consistent with relevant legislation, policies and procedures</p>	
<p><b>2 Personal and People Development</b></p> <p>Level: 2</p> <p>Descriptor: <b>Develop own knowledge and skills and provide information to others to help their development</b></p>	<p>a) assesses and identifies:</p> <ul style="list-style-type: none"> <li>- feedback from <u>others</u> on own work</li> <li>- how s/he is applying knowledge and skills in relation to the KSF outline for the post</li> <li>- own development needs and interests in the current post</li> <li>- what has been helpful in his/her learning and development to date</li> </ul> <p>b) takes an active part in the development review of own work against the KSF outline for the post with their reviewer and suggests areas for learning and development in the coming year</p> <p>c) takes responsibility for own <u>personal development</u> and takes an active part in learning opportunities</p> <p>d) evaluates the effectiveness of learning opportunities and alerts others to benefits and problems</p> <p>e) keeps up-to-date records of own development review process</p> <p>f) <u>offers information to others</u> when it will help their development and/or help them meet work demands.</p>	

<p><b>3 Health, Safety and Security</b></p> <p>Level: 2</p> <p>Descriptor:</p> <p><b>Monitor and maintain health, safety and security of self and others</b></p>	<ul style="list-style-type: none"> <li>a) identifies and assesses the potential risks involved in work activities and processes for self and <u>others</u></li> <li>b) identifies how best to manage the risks</li> <li>c) undertakes work activities consistent with: <ul style="list-style-type: none"> <li>– <u>legislation, policies and procedures</u></li> <li>– the assessment and management of risk</li> </ul> </li> <li>d) takes the appropriate action to manage an <u>emergency</u> summoning assistance immediately when this is necessary</li> <li>e) reports actual or potential problems that may put health, safety and security at risk and suggests how they might be addressed</li> <li>f) <u>supports others in maintaining health, safety and security.</u></li> </ul>	
<p><b>4 Service Improvement</b></p> <p>Level: 1</p> <p>Descriptor:</p> <p><b>Make changes in own practice and offer suggestions for improving services</b></p>	<ul style="list-style-type: none"> <li>a) discusses with line manager / work team the changes that need to be made in own practice and the reasons for them</li> <li>b) adapts own practice as agreed and to time seeking support if necessary</li> <li>c) effectively carries out <u>tasks related to evaluating services</u> when asked</li> <li>d) passes on to the appropriate person constructive views and ideas on improving services for users and the public</li> <li>e) alerts line manager / work team when direction, policies and strategies are adversely affecting users of services or the public</li> </ul>	
<p><b>5 Quality</b></p> <p>Level: 2</p> <p>Descriptor:</p> <p><b>Maintain quality in own work and encourage others to do so</b></p>	<ul style="list-style-type: none"> <li>a) acts consistently with <u>legislation, policies, procedures</u> and other quality approaches and encourages others to do so</li> <li>b) works within the limits of own competence and levels of responsibility and accountability in the work team and organisation</li> <li>c) works as an effective and responsible <u>team member</u></li> <li>d) prioritises own workload and organises own work to meet these priorities and reduce risks to quality</li> <li>e) uses and maintains <u>resources</u> efficiently and effectively and encourages others to do so</li> <li>f) monitors the quality of work in own area and alerts others to</li> </ul>	

<p><b>6 Equality and Diversity</b></p> <p>Level: <b>2</b></p> <p>Descriptor:</p> <p><b>Support equality and value diversity</b></p>	<p>quality issues.</p> <p>a) recognises the importance of people's rights and acts in accordance with <u>legislation, policies and procedures</u></p> <p>b) acts in ways that:</p> <ul style="list-style-type: none"> <li>- acknowledge and recognise <u>people's expressed beliefs, preferences and choices</u></li> <li>- respect diversity</li> <li>- value people as individuals</li> </ul> <p>c) takes account of own behaviour and its effect on others</p> <p>d) <u>identifies and takes action</u> when own or others' behaviour undermines equality and diversity.</p>	
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KSF Dimensions	Indicators	Areas of Application (examples)
<b>SPECIFIC DIMENSIONS</b>		
<p>Ref: <b>HWB2</b></p> <p>Title: <b>Assessment &amp; care planning to meet people's health and wellbeing needs</b></p> <p>Level: <b>3</b></p> <p>Descriptors:  <b>Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs</b></p>	<p>a) plans the assessment of people's <u>health and wellbeing needs</u> and prepares for it to take place</p> <p>b) explains clearly to people:</p> <ul style="list-style-type: none"> <li>- own role, responsibilities and accountability</li> <li>- the information that is needed from the assessment and who might have access to it</li> <li>- the benefits and risks of the assessment process and alternatives approaches</li> </ul> <p>c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent</p> <p>d) uses <u>assessment methods</u> and processes of reasoning that</p> <ul style="list-style-type: none"> <li>- are based on available evidence</li> <li>- are appropriate for the people concerned</li> <li>- obtain sufficient information for informed decision making</li> <li>- s/he has the knowledge, skills and experience to use effectively</li> <li>- are consistent with <u>legislation, policies and procedures</u></li> </ul> <p>e) considers and interprets all of the information available and makes a justifiable assessment of people's health and wellbeing, related needs and <u>risks</u> and explains the outcomes to those concerned</p> <p>f) develops and records care plans that are appropriate to the people concerned and:</p> <ul style="list-style-type: none"> <li>- are consistent with the outcomes of assessing their health and wellbeing needs</li> <li>- identify the risks that need to be managed</li> <li>- have clear goals</li> <li>- involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks</li> <li>- are consistent with the resources available</li> <li>- note people's wishes and needs that it was not possible</li> </ul>	

	<p>to meet</p> <p>g) monitors the implementation of care plans and makes changes to meet people's needs</p>	
<p>Ref: <b>HWB5</b></p> <p>Title: <b>Provision of care to meet health and wellbeing needs</b></p> <p>Level: <b>2</b></p> <p>Descriptors: <b>Undertake care activities to meet the health and wellbeing needs of individuals with a greater degree of dependency</b></p>	<p>a) discusses individuals' care plans and their <u>health and wellbeing needs</u> with the care team and understands his/her own role in delivering care to meet those needs</p> <p>b) offers information to the team on how to meet people's needs and effective ways of doing this based on observations and own experience</p> <p>c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent for the care to be undertaken</p> <p>d) prepares for, undertakes and records <u>care activities</u> as delegated and consistent with <u>legislation, policies and procedures</u> and the management of <u>risk</u></p> <p>e) supports and monitors people throughout enabling them to address their own health and wellbeing as far as it is possible for them to do so</p> <p>f) promptly alerts the relevant person when there are unexpected changes in individuals' health and wellbeing or risks</p> <p>g) provides information to the team on how individuals' needs are changing and feedback on the appropriateness of the care plan for the people concerned.</p>	
<p>Ref: <b>HWB10</b></p> <p>Title: <b>Products to meet health and wellbeing needs</b></p> <p>Level: <b>1</b></p> <p>Descriptors: <b>Prepare simple products and ingredients</b></p>	<p>a) checks with relevant <u>information sources</u> to confirm the <u>preparation tasks</u> to be undertaken</p> <p>b) prepares and uses equipment and work areas correctly in line with established procedures</p> <p>c) obtains the correct amount and type of products and ingredients and confirms their quality</p> <p>d) prepares simple <u>products</u> and ingredients according to instructions and in a way which</p> <ul style="list-style-type: none"> <li>- maintains their quality</li> </ul>	

	<ul style="list-style-type: none"> <li>- is consistent with <u>legislation, policies and procedures</u></li> <li>- minimises risks to self, others and the work environment</li> </ul> <p>e) confirms that prepared items meet requirements, <u>places them in the correct conditions and location for the next stage of use</u>, together with any required labels, information and <u>sundries</u></p> <p>f) identifies and reports any problems with ingredients, products, preparation equipment or work areas</p> <p>g) cleans and restores equipment and work areas, leaving them in a suitable condition for future use</p>	
<p>Ref: <b>IK1</b></p> <p>Title: <b>Information Processing</b></p> <p>Level: <b>1</b></p> <p>Descriptors: <b>Input, store and provide data and information</b></p>	<p>a) inputs <u>data and information</u> accurately and completely:</p> <ul style="list-style-type: none"> <li>- using the correct formats</li> <li>- consistent with legislation, policies and procedures</li> </ul> <p>b) uses available <u>automated facilities</u> for checking the data/information and for resolving difficulties in using applications</p> <p>c) finds and provides requested data/information using agreed procedures and formats</p> <p>d) maintains the integrity of data/information using agreed procedures</p> <p>e) stores data/information safely and correctly</p>	

**NHS KNOWLEDGE AND SKILLS FRAMEWORK - OUTLINE FOR A POST**

**Title of Post:**

**Band 5 Nurse (Second Gateway – Full Outline)**

**Division / Department:**

KSF Dimensions	Indicators	<u>Areas of Application (examples)</u>
<b>CORE DIMENSIONS</b>		
<p><b>1 Communication</b></p> <p>Level: 3</p> <p>Descriptor:  <b>Develop and maintain communication with people about difficult matters and/or in difficult situations</b></p>	<p>a) identifies the range of <u>people</u> likely to be involved in the communication, any potential <u>communication differences</u> and relevant contextual factors</p> <p>b) communicates with people in a <u>form</u> and manner that:</p> <ul style="list-style-type: none"> <li>- is consistent with their level of understanding, culture, background and preferred ways of communicating</li> <li>- is appropriate to the <u>purpose of the communication</u> and the context in which it is taking place</li> <li>- <b>encourages the effective participation of all involved</b></li> </ul> <p>c) recognises and reflects on <u>barriers</u> to effective communication and <u>modifies communication</u> in response</p> <p>d) provides feedback to other workers on their communication at appropriate times</p> <p>e) keeps accurate and complete records of activities and communications consistent with <u>legislation, policies and procedures</u>.</p> <p>f) communicates in a manner that is consistent with relevant legislation, policies and procedures.</p>	



<p><b>7 Personal and People Development</b></p> <p>Level: 3</p> <p>Descriptor: <b>Develop oneself and contribute to the development of others</b></p>	<p>a) reflects on and evaluates how well s/he is applying knowledge and skills to meet current and emerging work demands and the requirements of the KSF outline for his/her post</p> <p>b) identifies <u>own development needs</u> and sets own personal development objectives in discussion with his/her reviewer</p> <p>c) takes responsibility for own <u>personal development</u> and maintains own personal development portfolio</p> <p>d) makes effective use of learning opportunities within and outside the workplace evaluating their effectiveness and feeding back relevant information</p> <p>e) <u>enables others to develop</u> and apply their knowledge and skills in practice</p> <p>f) contributes to the development of others in a manner that is consistent with <u>legislation, policies and procedures</u></p> <p>g) contributes to developing the workplace as a learning environment.</p>	
<p><b>8 Health, Safety and Security</b></p> <p>Level: 3</p> <p>Descriptor: <b>Promote, monitor and maintain best practice in health, safety and security</b></p>	<p>a) identifies:</p> <ul style="list-style-type: none"> <li>- the <u>risks</u> involved in work activities and processes</li> <li>- how to manage the risks</li> <li>- how to help <u>others</u> manage risk</li> </ul> <p>b) undertakes work activities consistent with:</p> <ul style="list-style-type: none"> <li>- <u>legislation, policies and procedures</u></li> <li>- the assessment and management of risk</li> </ul> <p>c) <u>monitors work areas and practices</u> and ensures they:</p> <ul style="list-style-type: none"> <li>- are safe and free from hazards</li> <li>- conform to health, safety and security legislation, policies, procedures and guidelines</li> </ul> <p>d) <u>takes the necessary action in relation to risks</u></p> <p>e) <u>identifies how health, safety and security can be improved</u> and takes action to put this into effect.</p>	

<p><b>9 Service Improvement</b></p> <p>Level: 2</p> <p>Descriptor: <b>Contribute to the improvement of services</b></p>	<p>a) discusses and agrees with the work team</p> <ul style="list-style-type: none"> <li>- the implications of <u>direction, policies and strategies</u> on their current practice</li> <li>- the changes that they can make as a team</li> <li>- the changes s/he can make as an individual</li> <li>- how to take the changes forward</li> </ul> <p>b) constructively makes agreed changes to own work in the agreed timescale seeking support as and when necessary</p> <p>c) supports others in understanding the need for and making agreed changes</p> <p>d) <u>evaluates own and other's work</u> when required to do so completing relevant documentation</p> <p>e) makes <u>constructive suggestions</u> as to how services can be improved for users and the public</p> <p>f) constructively identifies issues with direction, policies and strategies in the interests of users and the public.</p>	<p>-</p>
<p><b>10 Quality</b></p> <p>Level: 3</p> <p>Descriptor: <b>Contribute to improving quality</b></p>	<p>a) acts consistently with <u>legislation, policies, procedures</u> and other quality approaches and promotes the value of quality approaches to others</p> <p>b) understands own role in the organisation and its scope and identifies how this may develop over time</p> <p>c) works as an effective and responsible <u>team member</u> and enables others to do so</p> <p>d) prioritises own workload and organises and carries out own work in a manner that maintains and promotes quality</p> <p>e) evaluates the quality of own and others' work and <u>raises quality issues and related risks</u> with the relevant people</p> <p>f) supports the introduction and maintenance of quality systems and processes in own work area</p> <p>g) <u>takes the appropriate action</u> when there are <u>persistent quality problems</u>.</p>	
<p><b>11 Equality and Diversity</b></p> <p>Level: 2</p>	<p>a) recognises the importance of people's rights and acts in accordance with <u>legislation, policies and procedures</u></p> <p>b) acts in ways that:</p> <ul style="list-style-type: none"> <li>- acknowledge and recognise <u>people's expressed beliefs</u>.</li> </ul>	

<p>Descriptor:</p> <p><b>Support equality and value diversity</b></p>	<p><u>preferences and choices</u></p> <ul style="list-style-type: none"><li>- respect diversity</li><li>- value people as individuals</li></ul> <p>c) takes account of own behaviour and its effect on others</p> <p>d) <u>identifies and takes action</u> when own or others' behaviour undermines equality and diversity.</p>	
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KSF Dimensions	Indicators	Areas of Application (examples)
<b>SPECIFIC DIMENSIONS</b>		
<p>Ref: <b>HWB2</b></p> <p>Title: <b>Assessment &amp; care planning to meet people's health and wellbeing needs</b></p> <p>Level: <b>4</b></p> <p>Descriptors:  <b>Assess complex health and wellbeing needs and develop, monitor and review care plans to meet those needs</b></p>	<p>a) explains clearly to people:</p> <ul style="list-style-type: none"> <li>- own role, responsibilities and accountability</li> <li>- the information that is needed from the assessment of <u>health and wellbeing needs</u> and who might have access to it</li> <li>- the benefits and risks of the assessment process and alternative approaches</li> <li>- the outcomes of assessment</li> <li>- options within care plans and associated benefits and risks</li> </ul> <p>b) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent</p> <p>c) plans and uses <u>assessment methods that are appropriate for complex needs</u>, and uses processes of reasoning that</p> <ul style="list-style-type: none"> <li>- are appropriate for the complex needs of the people concerned</li> <li>- s/he has the knowledge, skills and experience to use effectively</li> <li>- are based on available evidence</li> <li>- obtain sufficient information for decision making including gaining assessment information from other practitioners</li> </ul> <p>d) follows processes of reasoning which:</p> <ul style="list-style-type: none"> <li>- balance additional information against the overall picture of the individual's needs to confirm or deny developing hypotheses</li> <li>- are capable of justification given the available information at the time</li> <li>- are likely to result in the optimum outcome</li> </ul> <p>e) interprets all of the information available and makes a justifiable assessment of:</p> <ul style="list-style-type: none"> <li>- people's health and wellbeing</li> <li>- their related complex needs and prognosis</li> <li>- <u>risks</u> to their health and wellbeing in the short and longer term</li> </ul>	<p>-</p>

	<ul style="list-style-type: none"> <li>- transferring and applying her/his skills and knowledge to address the complexity of people's needs</li> <li>f) develops and records care plans that are appropriate to the people concerned and: <ul style="list-style-type: none"> <li>- are consistent with the outcomes of assessing their complex health and wellbeing needs</li> <li>- identify the risks that need to be managed</li> <li>- have clear goals</li> <li>- involve other practitioners and agencies to meet people's complex health and wellbeing needs and risks</li> <li>- are consistent with the resources available</li> <li>- note people's wishes and needs that it was not possible to meet</li> </ul> </li> <li>g) coordinates the delivery of care plans, feeding in relevant information to support wider service planning</li> <li>h) monitors the implementation of care plans and makes changes to better meet people's complex health and wellbeing needs.</li> </ul>	
<p>Ref: <b>HWB4</b></p> <p>Title: <b>Enablement to address health and wellbeing needs</b></p> <p>Level: <b>2</b></p> <p>Descriptors: <b>Enable people to meet ongoing health and wellbeing needs</b></p>	<ul style="list-style-type: none"> <li>a) offers information to the team on how to meet people's <u>health and wellbeing needs</u> and effective ways of doing this based on observations and own experience</li> <li>b) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent</li> <li>c) effectively prepares for and undertakes <u>activities to enable people to meet their ongoing needs</u> consistent with the care plan, <u>legislation, policies and procedures</u></li> <li>d) promptly alerts the team to any <u>risks</u></li> <li>e) reports and records activities undertaken and how health and wellbeing needs are changing and feeds back on the appropriateness of the activities for the people concerned</li> </ul>	
<p>Ref: <b>HWB5</b></p> <p>Title: <b>Provision of care to meet health and wellbeing</b></p>	<ul style="list-style-type: none"> <li>a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent</li> <li>b) identifies with the people concerned: <ul style="list-style-type: none"> <li>- goals for the specific activities to be undertaken within the</li> </ul> </li> </ul>	

<p><b>needs</b></p> <p>Level: <b>3</b></p> <p>Descriptors: <b>Plan, deliver and evaluate care to meet people's health and wellbeing needs</b></p>	<p>context of their overall care plan and their <u>health and wellbeing needs</u></p> <ul style="list-style-type: none"> <li>- the nature of the different aspects of <u>care</u></li> <li>- the involvement of other people and/or agencies</li> <li>- relevant evidence-based practice and/or clinical guidelines</li> </ul> <p>c) prepares appropriately for the care to be undertaken</p> <p>d) undertakes care in a manner that is consistent with:</p> <ul style="list-style-type: none"> <li>- evidence-based practice and/or clinical guidelines</li> <li>- multidisciplinary team working</li> <li>- his/her own knowledge, skills and experience</li> <li>- <u>legislation, policies and procedures</u></li> </ul> <p>e) takes the appropriate action to address any issues or <u>risks</u></p> <p>f) reviews the effectiveness of specific activities as they proceed and makes any necessary modifications</p> <p>g) provides feedback to the person responsible for the overall care plan on its effectiveness and the health and wellbeing and needs of people</p> <p>h) makes accurate records of the activities undertaken and any risks.</p>	
<p>Ref: <b>HWB10</b></p> <p>Title: <b>Products to meet health and wellbeing needs</b></p> <p>Level: <b>2</b></p> <p>Descriptors: <b>Prepare and supply routine products</b></p>	<p>a) confirms with relevant <u>information sources</u>:</p> <ul style="list-style-type: none"> <li>- the nature of the <u>product</u> required</li> <li>- any particular factors to take into account</li> </ul> <p>b) selects appropriate</p> <ul style="list-style-type: none"> <li>- techniques and processes</li> <li>- equipment and work areas</li> <li>- components/ingredients</li> </ul> <p>and prepares, checks and uses them correctly in line with established procedures</p> <p>c) calculates or measures the correct quantities of components/ingredients and assembles, combines and processes them correctly and in a way which</p> <ul style="list-style-type: none"> <li>- maintains their quality</li> <li>- is consistent with <u>legislation, policies and procedures</u></li> </ul>	

	<ul style="list-style-type: none"><li>- minimises risks to self, others and the work environment</li><li>d) confirms that prepared items meet requirements and quality criteria</li><li>e) <u>places items in the correct conditions and location for the next stage of use</u>, together with any required labels and information, according to established protocols</li><li>f) identifies any problems or anomalies with work areas, equipment, components/ingredients or initial instructions/requirements and takes the appropriate action</li><li>g) cleans and restores equipment and work areas, leaving them in a suitable condition for future use.</li></ul>	
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<p>Ref: <b>IK1</b></p> <p>Title: <b>Information Processing</b></p> <p>Level: <b>2</b></p> <p>Descriptors: <b>Modify, structure, maintain and present data and information</b></p>	<p>a) inputs, amends, deletes and modifies <u>data and information</u> accurately and completely consistent with <u>legislation, policies and procedures</u></p> <p>b) establishes requirements and finds requested data/information using agreed procedures and appropriate sources</p> <p>c) collates, structures and presents data/information as requested using agreed systems and formats</p> <p>d) maintains the integrity of data/information consistent with legislation, policies and procedures</p> <p>e) assures the quality of data during modification, structuring and presentation</p> <p>f) stores data and information safely and in a way that allows for retrieval within appropriate timescales</p> <p>g) keeps the data/information system <u>up to date.</u></p>	
<p>Ref: <b>G6</b></p> <p>Title: <b>People Management</b></p> <p>Level: <b>1</b></p> <p>Descriptors: <b>Supervise people's work</b></p>	<p>a) gives <u>people opportunities</u> to contribute to the planning and organisation of their work</p> <p>b) develops and explains plans and work activities to people and enables them to carry out their work effectively consistent with <u>legislation, policies and procedures</u></p> <p>c) gives people support and opportunities to <u>assess their own work</u> and gives them clear, sensitive and appropriate <u>feedback</u> in a way that helps them improve and develop</p> <p>d) supports people effectively during the NHS KSF development review process</p> <p>e) reports poor performance to a relevant person for them to take action.</p>	