

**Royal Hospital for Neuro-disability**

**Job Description**

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| **Job title:** | Staff Nurse |
| **Department:** | Nursing |
| **Salary grade:** | Competitive |
| **Responsible to:** | Ward Manager |
| **Responsible for:** | To work as part of a multi-disciplinary team to deliver a high standard of professional care to patients and residents of the hospital. |
| **Behavioural Framework:** | Employee |

**Scope**

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

Staff Nurse will work as part of the interdisciplinary team to deliver a high standard of care to the patient and residents of the hospital. You will be responsible for the assessment of patients care needs and for the development, implementation and evaluation of programmes of care.

**Main Objectives of the role**

1. Demonstrate an awareness of RHN’s objectives and contribute to achieving them appropriately.
2. Strive to improve efficiency in all areas of your work.
3. Strive to improve efficiency.
4. To actively contribute to creating a culture where quality is at the centre of everything we do and is delivered on all occasions to the highest level, in accordance with the appropriate CQC regulations and professional standards including the Nursing and Midwifery Council Code.
5. To deliver a high standard of care to the patient and residents of the hospital.

**Key Responsibilities**

**Clinical Management & Professional Practice**

* You will work within agreed nursing standards and according to Nursing and Midwifery Council Code for nurses and be accountable for nursing outcomes.
* Enhance the quality of care you deliver by assisting with the management of change in nursing practice based on evidence/research.
* Plan and organise your own workload in order to meet patient need.
* Within a system of case management, co-ordinate and monitor the progress of patient care and report any variance appropriately. Understand the principles of delivering prescribed treatment safely to achieve positive patient outcomes.
* Ensure the correct storage and administration of medications in accordance with the hospital policies and NMC Standards for Medicine Management and ensure the safe handling of drug keys at all times.
* Practice interdisciplinary team care and contribute actively towards its successful management ensuring that agreed treatment programmes are implemented. Contribute accurate and relevant information for interdisciplinary reports.
* Take charge of the ward as delegated by the Ward Manager.
* Respect the privacy and dignity of all patients at all times.
* Act at all times as the patient advocate. Acknowledging and valuing the contributions of all patients and having an understanding of the needs of individuals with a disability.
* Facilitate appropriate social and recreational activities for patients ensuring patient daily diaries are managed to prevent appointment conflicts.

**People**

* Manage nursing care and assist with additional management requirements according to the planned off duty rota.
* Adopt a flexible approach to personal off duty rota.
* Assist with changes in requirements when clinical activity alters.
* Participate in the induction and orientation of new staff members.
* Supervise junior members of staff on a shift basis to ensure that the needs of each patient are met.
* Share knowledge, skills and experience and work collaboratively with colleagues.
* Recognising and valuing individuality of team members.
* Displaying sensitivity to others feelings and needs.
* Acknowledging equal opportunities for all team members.
* Assist senior nursing staff in the forward planning of absences.
* Participate in effective use of temporary staff.
* Work in other areas within the hospital as required.

**Training**

* Show an awareness of your own capabilities and area for improvement.
* Ensure attendance and completion of all mandatory study days.
* To contribute to the assessment of pre and post registration students and / or NVQ candidates.
* To contribute towards in-service training as delegated by the Ward Manager.

**Communication**

* Ensure that all written documentation produced is legible, written in English, accurate and correct in detail, minimising jargon and abbreviations
* Ensure oral communication is accurate and clear and presented in a tone, manner, pace, sequence and style which is appropriate to the level, needs and capabilities of the target audience.
* Ensure that all communications and interactions entered into are conducted professionally, thoroughly and effectively so that the organisation’s reputation and standing is promoted and enhanced ensuring positivity about the organisation and its vision.
* Demonstrate appropriate behaviour in stressful and difficult situations; ensuring that conflicts, disagreements and misunderstandings are handled promptly and effectively.

**Integrated Governance & Risk Management**

* Understand implications of Integrated Governance and adhere to hospital governance policies including the reporting of incidences, near misses.
* Ensure compliance to standards in respect of all legislative requirements, including but not limited to CQC, DSE, Fire, COSHH, BLS, Manual Handling, Safeguarding Vulnerable Adults, Information Security and Infection Control.
* Maintain safe working practices and adhere to clinical risk management policy and recommendations.
* Adopt the correct administrative procedures when dealing with complaints from patients/relatives following set policies and procedures.
* Participate and assist in developing standards of patient care based on sound research findings.
* Initiate and participate in change-management processes to improve on care delivery.
* Proactively assist the Nursing Team in audit and quality assurance programmes.

**Resource**

* Contribute to the identification of resources required on a shift basis.
* Motivate colleagues and self to contribute to effective, efficient and economical use of resources.
* Using available resources appropriately.
* Identify and report shortages to appropriate manager.

**Person specification: Essential and Desirable**

1. Registered Nurse
2. Evidence of continuing professional development
3. Clinical knowledge and experience of nursing in similar ward/unit
4. Ability to negotiate and work effectively in an interdisciplinary team
5. Demonstrable clinical skills and good practice skills
6. Excellent communication skills, written and verbal presentation skills & report writing.
7. Good understanding of relevant compliance standards, codes of practice, and statutory and professional regulations

**Employee Behavioural Framework**

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| **Working Collaboratively for RHN** | |
| Demonstrating our values and working together to deliver the best possible service for patients and customers. | |
| * I share information within my team. * I will ask for assistance if I need help. * I work with my team to resolve problems. | * I am willing to learn new skills. * I offer help to my team if they need it. |
| **Achieving our Potential** | |
| Developing our skills and knowledge, reflecting on successes and set-backs, and demonstrating a commitment to development at RHN. | |
| * I take personal responsibility for my tasks * I seek opportunities for personal development * I am willing to carry out new tasks if required | * I suggest improvements and new ideas * I know what I’m good at and where I need to improve. |
| **Preparing for the Future** | |
| Looking forwards, reflecting on current activities, accepting change and being part of a culture of continuous learning and improvement. | |
| * I know what areas I need to improve * I am willing to learn to broaden my skills and knowledge | * I reflect on my team’s successes and challenges * I speak up in team meetings and express my views |
| **Leading by Example** | |
| Acting as a role model and setting an example that motivates and inspires others at RHN. | |
| * I take pride in what I do * I am punctual * I try not to let my team down and ask for support when I need it | * I’m a good team player * I improve my knowledge by learning from others |
| **Committing to our Patients & Customers** | |
| Providing high quality patient care and customer service to patients and customers, and treating them with respect, dignity and consideration. | |
| * I demonstrate a positive attitude * I am proud of the work I do * I always promote a positive image of the RHN | * I respond in a timely manner * I share knowledge with my team * If I cannot answer a question, I’ll ask my nearest colleague to help |

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the postholder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: