

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Staff Nurse E

Responsible to (insert job title): Senior Staff Nurse/Ward Manager

Department(s):

Directorate:

Operating Division:

Job Reference:

No of Job Holders:

Last Update (insert date):

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the ward manager or deputy provide cover to ensure effective operation of the ward.

3. DIMENSIONS

[insert as appropriate to area]

To include:

- Staff Management/Supervisory responsibilities, including numbers and levels
- Budgetary Responsibilities (supplies ordering, petty cash)
- Number of beds

4. ORGANISATIONAL POSITION

General Manager

~~Director of Nursing & Quality~~

Assistant General Manager

Ward Manager

Senior Staff Nurse (F)

Staff Nurse Grade E (this post)

Staff Nurse Grade D

5. ROLE OF DEPARTMENT

[insert as appropriate to area]

To provide a high quality, safe and supportive environment in order to care for patients within (insert specialist area/department) meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care.
2. In the absence of the F/G Grade, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.
3. To maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.
4. To monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.
5. To lead and supervise junior staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met.
6. To undertake teaching of registered and non-registered nursing staff, including basic and post-basic students, and participate in the implementation of staff personal development plans to facilitate ongoing development.
7. To organise own workload to ensure that the interests of patients/clients are met.

8. Responsible for maintaining patient records within agreed standards.
9. To maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
10. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.
11. Participate in clinical audit as required.

7a. EQUIPMENT AND MACHINERY

[insert as appropriate to area]

The Staff Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.

Examples of equipment and machinery used [NB: core machinery may be evident although used in different ways depending on area]:

Very specialised:

Blood gas analyser

Specialised:

CPAP

Generic:

GEMINI pump

Hoist

7b. SYSTEMS

[insert as appropriate to area]

Budgetscan/Timesheet recording – roster input

Maintenance of patient records

TIS scoring (eg used in ITU to establish dependency)

HOMER – patient administration, discharge details

8. ASSIGNMENT AND REVIEW OF WORK

The Staff Nurse will be responsible to the Ward Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Ward Manager or Deputy however the Staff Nurse will have responsibility for managing defined workload within professional guidelines.

The Staff Nurse will delegate/allocate work to the team in the absence of senior staff.

9. DECISIONS AND JUDGEMENTS

Assessment of patient condition to establish any change.

Analysis of patient condition and subsequent planning of care.

In the absence of the F/G grade allocation of work and deployment of staff.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources.

In the absence of the F/G grade provide cover to ensure the effective operation of the ward.

Maintaining up-to-date clinical skills and knowledge.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The postholder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Junior nursing staff – patient care, allocation of work, workload issues

Other relevant departments within the Division e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control.

Staff Organisations

External:

Discharge planner

Social Services – regarding patient discharge

Other relevant external agencies – regarding patient care

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

[insert as appropriate to area – indicating level and frequency)

Examples could be:-

Physical Skills:

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Removal of sutures.

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients

Push trolley's, wheelchairs

Stand/walking for the majority of shift.

Mental Demands:

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.

Concentration required when observing patient behaviours which may be unpredictable

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.

Caring for the terminally ill.

Caring for patients following receipt of bad news.

Working Conditions:

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (indicating how frequently this is undertaken ie daily, several times each shift)

Exposure to verbal aggression (indicating frequency)

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse (or RSCN, RMN depending on area)

2 years experience at D grade within relevant area.

Evidence of further education/CPD eg short courses.

Evidence of team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: