

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Staff Nurse

Present Grade: SO2 **Dept:** Independence & Well Being Enfield, Ltd (IWE)

Service/Section/Team: Bridgewood House Nursing Home

Reports to (title): Senior Staff Nurse

Accountable to: Registered Manager

Standard Hourly rate	£16.81
To apply to join the Talent Bank for this role	Please complete your C.V detailing work experience and qualifications and email to talent@iwenfield.co.uk All areas will be explored further if your application proceeds to interview stage.
Candidate information:	Please note this work is being offered on an “as and when” basis and you will not be an employee of Independence & Well Being. We look forward to receiving your application

Purpose of the Role:

To participate as a member of the nursing and care team in providing a high standard of nursing care. To provide support to the team of staff working in the area in order to deliver a quality service which is linked to high standard of patient care. To provide advice and support to staff working in the area.

It is anticipated that the responsibilities outlined in this job description will be achieved with the appropriate ongoing support and development associated with annual appraisal and assessment.

Principle Responsibilities: Quality/clinical governance

1. Assess, plan, implement and evaluate the care needs of residents on admission with the involvement of residents and their relatives/carers.
2. Participate in internal shift rotation in order to provide 24-hour resident care
3. Participate within and as appropriate provide leadership to a team of nurses and support workers in the delivery of patient care
4. Maintain good communication links with the multidisciplinary team and all other relevant personnel
5. Continue to develop and maintain those competencies and skills required in the management of residents
6. Implement audit protocols in order to demonstrate standards of care and effect change

7. At all times act as the residents advocate
8. Plan, undertake and evaluate clinical procedures and treatments in line with the resident's plan of care.
9. Support residents in maintaining their health and wellbeing.
10. Ensuring the service meets the standards set by IWE and external bodies relevant to the service including NHS nursing standards, End of Life Care and Care Quality Commission.

Dimensions

1. Number of direct reports: 0

2. Nature of reporting relationship between post holder and line manager

- Report to the Band 6 Senior Staff Nurse

3. Any other service relevant statistics

Information	Total
Nos of Beds	70
Nos of Units	6
Nos of Staff	100+/-
CHC Residents	12

Key Accountabilities:

(You are not restricted to the accountabilities listed below)

Accountabilities	Percentage of Time (%)
<p>Professional:</p> <ul style="list-style-type: none"> • Develop and maintain competencies in line with the NMC's Scope of Professional Practice and the Trust's competency framework • Be conversant with, and adhere to, the policies and procedures laid down by the Trust • Participate in departmental and post basic training in order to maintain and develop skills • Be aware of and comply with, the standards laid down in the NMC's codes and guidelines • Maintain and produce evidence of registration with the NMC. • Promote and maintain quality standards and audit • Act as a role model. <p>Management</p> <ul style="list-style-type: none"> • Develop the skills required to manage on a day to 	

<ul style="list-style-type: none"> • day basis the environment in which you are working • Develop an awareness of budgets, costs and value for money Be aware of and adhere to the regulations controlling drug usage and storage. • Assist with the risk management strategy by completing adverse incident and complaint forms when required and identifying any areas of risk within the clinical environment • Contribute to the development and compliance of CQC registered standards • Ensure that resources within the team are used effectively • Attend team meetings, chairing and taking minutes where required. Ensure environmental and appropriate risk assessments are carried out and implemented to ensure safe working practices. Extended working hours,,eg bank holidays, hours outside of the traditional 9-5pm working hours) may be required in order to meet business needs. Contribute to the investigations of complaints 	
<p>Policy implementation</p> <ul style="list-style-type: none"> • Contribute to developing new policies and procedures, ensuring that they are fully implemented • Keep abreast of relevant policy developments and legislation • Ensure Health and Safety policies are implemented and adhered to. 	
<p>Administrative</p> <ul style="list-style-type: none"> • Make effective use of IT systems, ensuring information is kept up to date including care plans, risk assessments and other client and service data 	
<p>Financial</p> <ul style="list-style-type: none"> • Ensure that financial procedures are followed 	
<p>Training and Education</p> <ul style="list-style-type: none"> • Participate in the training of clinical support workers undertaking an NVQ in care at level 2 and level 3 • Participate in the ongoing training, supervision and support of health care support workers • Undertake any appropriate training required to support the ongoing training and development of the care team 	
<p>Partnership working</p> <ul style="list-style-type: none"> • Liaise and maintain effective working relationships with other IWE teams and professional colleagues as appropriate • Work with Health professionals in order to promote 	

and provide integrated care.	
Any other duties requested by management <ul style="list-style-type: none"> • This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the light of changing circumstances and in consultation with the job holder. • You are expected to participate as a member of the major incident team when required • The post holder may be required to undertake this role in another service area if business needs change. 	
Carry out all accountabilities in compliance with the IWE's Policies and Procedures	

Key Relationships (Internal and External):

The post holder will be required to work with:

- Residents
- Nursing staff
- Social care staff
- Facilities Management Officer
- Other IWE Services
- Members of staff in the Enfield Council People (Adult Social Care) directorate
- Health colleagues
- Local community groups
- Voluntary organisations
- Providers
- Carers
- Enfield Council departments

Equality and Diversity:

Independence & Well Being has a strong commitment to achieving equality in its service to the community and the employment of people and expects all staff to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the IWE's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and staff information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All staff have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Staff shall co-operate with IWE by allowing it to comply with its duties towards them. This requires staff to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Staff shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Staff shall read the IWE Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as staff and line manager,

Information Security:

In order to protect the confidentiality, integrity and availability of IWE information, including information provided by customers, partner organisations, and other third parties, where applicable, staff will comply with the IWE Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

IWE is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and IWE will ensure that recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in IWE must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts within IWE.

PERSON SPECIFICATION

Job Title: Staff Nurse

Grade: SO1

Department: Independence & Well Being, Enfield Ltd

Team: Bridgewood House Nursing Home

KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED Application – A Test – T Interview – I
<p>Experience & Knowledge</p> <ol style="list-style-type: none"> 1. Registered nurse 6 months recent post registration 2. Experience of working in nursing home 3. BLS qualification 4. Good basic level of English language demonstrated through effective written and verbal communication skills 5. Excellent written and verbal communication skills 6. Able to demonstrate sound knowledge of patient group 7. Knowledge of research and audit 8. Able to manage difficult situations 9. Awareness and commitment to delivering high quality CQC Registered Services and experience of developing, implement and establish frameworks to monitor quality standards 10. Basic IT skills 11. Ability to negotiate and communicate with residents how best to meet their needs including those with dementia and other long term conditions 12. Ability to work in partnership with carers and families and liaise with other staff & agencies to ensure that the needs of the service user are met 13. Ability to work using own initiative as part of a team while managing workload efficiently, prioritising work for the team and adopting a flexible approach to changing and competing demands <p>Desirable:</p> <ol style="list-style-type: none"> 1. An awareness of audit 2. Qualification in dementia or other challenging behaviour. 	

Essential Qualification(s)

1. Registered Nurse / Registered Mental Health Nurse