



## STAFF NURSE

<b>Salary:</b>	£18.50 per hour
<b>Qualifications</b>	RNMH/ RNLD/ RMN/ RGN Relevant Degree or equivalent.  Must possess a valid NMC Registration pin.
<b>DBS</b>	An Enhanced DBS check is required, with cost to be met by employee. This is not reimbursed.
<b>Driving Licence</b>	Preferable but not essential
<b>Working Location</b>	Lime Court -19-31 Jaffray Crescent, Erdington Or any working area within Jaffray Care.
<b>Benefits</b>	Drivers Allowance if applicable Group Life Assurance after qualifying period NEST Pension Scheme Dental & Optical cover NMC Annual Registration paid
<b>Responsible to</b>	Care Manager

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### Welcome to Jaffray Care

Jaffray Care are a charitable and specialist provider of care and support for adults. We are experienced at supporting people who may need a little extra help because of their complex health care needs, physical disability, sensory impairment, mental health needs or require palliative care.

The role of the Staff Nurse is an integral and valued part of the organisation, based around assisting Service Users to reach their full potential and live a varied and meaningful life.

## **Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. Jaffray Care is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

## **Job Profile**

To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a named Staff Nurse or key worker (with facilitation) for a defined group of Service Users and take responsibility for:-

- Following the probation period the post holder is expected to carry out all relevant forms of care without direct supervision and is required to demonstrate procedures, supervise unqualified staff whilst maintaining a safe working environment
- The assessment of care and health education needs
- The development, implementation and evaluation of programmes of care
- To maintain effective communication
- The post holder will work with the Clinical Lead and Operations Manager in monitoring and maintaining policies, standards of nursing care and staff development, as part of the team
- To be flexible in the approach to the clinical area and provide cover for any area specified. This includes the occasional 'on call' duty.
- To participate in Clinical Supervision as appropriate and to teach and act as a facilitator/mentor/preceptor/role model to less experienced staff
- Acting as a Named Nurse, to maintain accountability for assessing, planning, implementing, and evaluating programmes of care within the framework of team nursing
- To promote a service user focused approach to care in collaboration with all relevant health professionals
- To educate Service Users and their carers as required where a need has been identified
- To provide information which enables Service Users to make choices about adopting a more healthy lifestyle
- To complete Service Users documentation correctly
- To maintain a safe home environment
- To minimise risk and maintain safety of Service Users and staff; supporting the Clinical Lead in investigating incidents and identifying ways to improve practice
- To actively promote the safeguarding of Service Users
- To deliver efficient, compassionate and excellent nursing care to Service Users and their families which is evidence based
- To assist in establishing and monitoring protocols/care pathways

- To participate in the promotion and maintenance of effective communication
- To use evidence based practice and actively participate in the progression of nursing within the Jaffray Care
- To ensure service user confidentiality
- Provide cover for colleagues as appropriate
- Undertake any other duties requested as appropriate to the banding

The Staff Nurse will work as part of a team ensuring that all Service Users receive high quality care. They will assist and support the Service Users in an 'hands on' capacity with everyday activities based upon their individual needs and wishes.

The Staff Nurse is one of a team providing 24 hour/7 day week care to Service Users; this requires maximum flexibility including weekends and may include waking night cover or day cover.

The Staff Nurse will work under the guidance of the Clinical Lead who will provide ongoing training and support as required.

The Staff Nurse is expected to carry out a detailed handover with Night Staff Nurses at the start and end of each shift.

The Staff Nurse will assist Service Users with their personal care, paying attention to the individual's care plans/guidelines. They will be expected to assist Service Users with their toiletry needs throughout the day according to their care plans.

This post is multi-role, therefore, all aspects of household duties will be carried out, such as cooking, cleaning, laundry, gardening and shopping. You will be encouraged to involve Service Users in these daily activities where appropriate. The Staff Nurse will be expected to provide opportunity and encouragement for Service Users to participate in leisure and development exercises helping to identify personal interests and preferred social activities.

The Staff Nurse will follow Service Users' care plans and guidelines at all times and will on occasion escort Service Users on day care activities according to the individual's weekly activity timetable or as directed by the Clinical Lead or Operations Manager. The Staff Nurse will assist Service Users to get up in the morning enabling them to get ready for daily activities if they are going out early/or as per care plan.

The Staff Nurse is expected to complete all appropriate records accurately and legibly.

In an emergency situation staff are to use the Nurse Call System in order to get assistance.

Breaks will be allocated by the Clinical Lead and Operations Manager on duty and cover will be given, however, in the case of an emergency all staff on duty, whether or not on breaks, will be expected to provide assistance when required.

The Staff Nurse may be required to escort Service Users to hospital if emergency intervention is needed and to remain with the Service User for the initial assessment/admission to ensure that there is someone familiar with the Service User. The Clinical Lead/ Manager will allocate this task accordingly.

You will be expected to provide opportunity for service users to develop additional skills and confidence. These may include daily living skills, communication, and attending public events and establishments.

### **Professional Development and Educational Responsibilities**

The Charity is very keen to actively participate in the personal development of its employees and will support any Staff Nurse who shows commitment through Qualifications and Credit Framework with a view to internal promotion.

To become part of the team involved in delivering a quality care service, you will require:-

- Commitment
- Flexibility
- Willingness to learn
- The ability to work as part of a team
- Common Sense
- To demonstrate politeness, courtesy and sensitivity in dealing with service users, visitors/relatives and colleagues, maintaining good customer relations
- Contribute towards sharing good practice within Jaffray Care
- To promote a positive image of Jaffray Care
- To work cohesively with all members of the team in ensuring that the very best services to service users are provided at all times
- To develop own teaching skills and participate in staff/student education programmes
- To help maintain a suitable learning environment for staff and act as a facilitator in the supervision and teaching of less experienced staff
- To attend local orientation programmes and mandatory training sessions.
- To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements and to maintain a professional portfolio with evidence of reflective practice
- To contribute to annual appraisal and be responsible for own Personal Development Programme
- To participate in a programme of clinical supervision
- To assist in the development and implementation of nursing practice guidelines, standards and policies
- To assist in the training and development of Care assistants and complete assessors training as required
  
- **Research and Development Responsibilities:-**
- To assist in promoting nursing practice in line with relevant research
- To maintain an awareness of evidence-based practice

- To contribute to research and development programmes within the Jaffray Care
  - Demonstrate through a holistic approach to nursing care and day to day clinical issues an understanding of evidence based practice
  - Participate in the collection of audit and research data as required
  - Under the supervision of the Clinical Lead contribute and participate in the process of setting goals and benchmarking standards of care
- **Audit, Quality and Risk Management Responsibilities:-**
  - To contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards
  - To maintain awareness of the national, professional and local quality issues relevant to the delivery of nursing services, e.g. Clinical Governance
  - To uphold quality initiatives that improve 'customer care' and enhance the interface between staff, Service Users and visitors
  - To participate in the audit process for monitoring and reviewing nursing quality
  - To be aware of personal responsibilities in relating to the maintenance of a safe environment and identification of potential risks for all personnel, Service Users and visitors, taking action as and when required
  - To be aware of the role of the Staff Nurse in handling complaints in accordance with Jaffray Care's policy
  - To participate in maintaining a clean environment
  - Identifying own training needs, to ensure individual is informed and competent in the use of all equipment provided for use
- **Resource Management Responsibilities:-**
  - To develop and maintain an awareness of budgeting, exercising care and economy in the ordering and use of equipment
  - To assist in the assessment and monitoring of staff requirements and report problems to the appropriate manager

In return Jaffray Care will offer you:-

- A pleasant, homely working environment
- The opportunity to realise new ideas
- The opportunity for career development
- An attractive salary and personal pension plan
- A valued role
- Your PIN number and registration paid for
- Free hot meal/ Free staff carpark

As a Staff Nurse, you may find that challenging decisions or requirements come as part of the package, but there is a strong support network within the team to help you cope and guide you towards the correct action to take.

You will be able to participate in and help identify and develop activities, both personal and professional and benefit from the satisfaction of knowing that you have helped to enhance the quality of someone else's life.

### **Medical Examinations**

All appointments are conditional upon prior health clearance by Jaffray's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

### **Disclosure & Barring Service**

Applicants for posts in Jaffray are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service. Further information is available from the Disclosure and Barring Service websites at [www.crb.gov.uk](http://www.crb.gov.uk).

### **Work Visa/Permits/Leave to Remain**

If you are a non-resident of the United Kingdom or European Economic Union, you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. Jaffray is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

### **Professional Registration**

Staff undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

### **Policies and Procedures**

The post holder is required to familiarise themselves with all Jaffray Care's policies and procedures and to comply with these at all times. The Employee handbook in sets out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the policies may result in disciplinary action up to and including dismissal.

### **Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

## **Respect Behaviours**

All staff are required to follow the respect behaviour guideline that is set out below.

- Treat others as you would like to be treated
- Listen to and support others and make time to do so
- Seek, acknowledge and value others' experience and contribution
- Acknowledge others' beliefs
- Be courteous and considerate to all
- Treat others fairly and equally
- Be honest and trustworthy and act with integrity
- Encourage others to treat all staff with respect
- Challenge the behaviour of staff who do not show respect to others

## **Responsibility – Service User Care**

In partnership with other professionals and disciplines to develop individual care plans which provide measurable outcomes of Service User care. The process should include assessment, planning, implementation and evaluation of Service User care in accordance with personalisation principles.

To take charge of the clinical needs of a group of defined Service Users prioritising workload according to changing clinical need.

To delegate tasks and activities to a range of team members in relation to Service User care.

Ensure that nursing documentation is maintained to a high standard (including electronic records).

In conjunction with the staff team contribute to developing and maintaining the Jaffray philosophy and model of care.

Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive team and the achievement of team objectives.

To contribute to the development and maintenance of a positive learning environment for colleagues, Service Users and visitors.

To participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for student nurses, adaptation and unqualified members of the nursing team.

## **Confidentiality & Information Governance**

The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998), GDPR regulations and

Access to Health Records Act (1990) at all times. The post holder must comply with all Jaffray Information Governance and Data Protection policies at all times. The work of Jaffray is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

### **Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that Jaffray complies with the Act when handling or dealing with any information relating to Jaffray activity.

### **Safeguarding**

All Jaffray staff have a responsibility to safeguard Service Users. All staff must be familiar with, and adhere to, the safeguarding procedures and guidelines.

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding and to ensure that they have completed training at a level commensurate to their role.

### **No Smoking**

Lime Court is Smoke Free Home and all staff are not permitted to smoke in any part of the home at any time. Failure to comply with this policy is likely to result in disciplinary action up to and including dismissal.

### **Health and Safety at Work**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for Service Users, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

You are required to take reasonable care for health and safety at work of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with Jaffray Care in adherence to Statutory Departmental Safety Regulations.

You will be expected to practice safely and adhere to all Covid- 19 Government guidelines and Jaffray Cares own Covid -19 policies.

The post holder will maintain confidentiality in all aspects of the work in accordance with agreed policies.



## **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.

## **Managing Stress**

Jaffray has an agreed policy and procedure which links with a range of services and arrangements for staff to manage stress. All staff are required to familiarise themselves with the policy and services to best manage their own and their colleagues' stress.

## **Healthcare Associated Infections (HCAs)**

All staff have a responsibility to act and follow all instructions to protect Service Users, staff and others from HCAs. All staff are required to follow the NHS Hygiene Code and all Jaffray policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

The Post Holder has a responsibility to encourage adherence with policy amongst colleagues, visitors and Service Users and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

As a registered healthcare professional you are responsible for ensuring that:-

- Your practice so far as is reasonably practicable, protects Service Users, staff and other persons against risks of acquiring HCAs
- Where service users present with an infection or acquire an infection during treatment, that they are identified promptly and managed accordingly to good clinical practice to treat the infection and reduce the risk of transmission
- You follow all Jaffray policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your home
- It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.
- On entering and leaving clinical areas and between contacts with Service Users all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with Jaffray's Incident Report Policy

## **Clinical Governance and Risk Management**

Jaffray Care believes everyone has a role to play in improving and contributing to the quality of care provided to our Service Users. As an employee of the company you are expected to take a proactive role in supporting the clinical governance agenda by:-

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Jaffray's policies, guidelines and procedures
- Maintaining your continued professional development

All staff making entries into Service Users health records are required to follow Jaffray Care standards of record keeping

### **Information Quality Assurance**

As an employee of Jaffray it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Jaffray requirements and instructions.

### **Flexibility**

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

This job profile is a summary of the responsibilities and is not in any way intended as an exhaustive list of duties and tasks and will be reviewed with the post holder from time to time as a contribution towards staff development.