

## **JOB DESCRIPTION**

<b>Job Title:</b>	Staff Nurse - Ward Units – Night Duty
<b>Responsible to:</b>	Ward Sister
<b>Accountable to:</b>	Matron / Chief Executive
<b>Overall objective:</b>	To be responsible for the nursing care of patients in the ward ensuring the delivery of patient centered care to the highest possible standard.

### **Main duties and responsibilities:-**

#### **Patient Care**

- Works under the direction of Ward Sister delivering and maintaining individual patient care within a framework of assessment, planning, implementing and evaluation of care in the ward.
- Practices in accordance with all Clinic policies, procedures and guidelines, participating with the updating of same, as required.
- Is adaptable and innovative in the approach to patient care in relation to changing needs and advances in treatment.
- Communicates effectively with all users of the service being courteous, respectful and ensuring confidentiality at all times; to enable the delivery of high quality patient care.
- Maintains good professional relations, working within the multidisciplinary team.

#### **General Duties**

- Is responsible for maintaining and improving knowledge and competencies to ensure the delivery of optimum patient care in accordance with NMC requirements.
- Maintains registration on the NMC Register and acts at all times in accordance with the standards of the NMC code.
- Ensures all written and electronic documentation is maintained in accordance with professional and Clinic guidelines.

- Participates in the induction and training of new staff – supporting, mentoring and teaching as necessary.
- Takes charge of the ward as required.
- Co-operates with the off duty scheduling so as to ensure adequate cover and efficient staffing.
- Attends and participates in ward meetings.
- Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
- Comply with the Ulster Independent Equal Opportunities Policy at all times.
- Attend all mandatory in-service training and lectures.
- Actively participate and contribute to the continuous improvement of the service.
- Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Participates in annual performance review and maintains own personal development file.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
- Is responsible for the efficient and economic ordering and use of equipment and stores.
- Adhere to and abide by professional code at all times.

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## Personnel Specification

### Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
<b>Experience</b>	2 years' recent post registration surgical ward experience working as an Adult Registered General Nurse.	1 years' experience as a senior level staff nurse  Paediatric Nursing Experience.
<b>Education/Qualifications / Training</b>	Registered Nursing Qualification or equivalent	Relevant post-basic certificates / Training.
<b>Professional Membership</b>	Current NMC registration.	
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts.</p> <p>Current professional indemnity insurance</p> <p>Evidence of continuing professional development</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• Satisfactory *ACCESSNI clearance</li> <li>• **Evidence of right to live and work in UK</li> <li>• Health screening i</li> <li>• Qualification checks</li> </ul>	

**Competencies:**

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal skills
- Effective Planning, Organising, Prioritising and Time Management skills

**Information for Applicants**

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.