

## JOB DESCRIPTION

Section 1	
<b>JOB TITLE:</b>	Apprentice Registered Nurse
<b>PAY BAND:</b>	Band 3
Section 2	
<b>ACCOUNTABLE TO:</b>	Team Manager and Matron/HOCs
<b>REPORTS TO:</b>	Senior Sister/Charge Nurse/Team Leader
<b>JOB SUMMARY:</b>	The Apprentice Registered Nurse course is a 3-year education programme, working towards becoming a Registered Nurse with a BSc Hons degree. The course combines work-based and academic learning between the Employer/Trust and a Higher Education Institute (HEI) approved to deliver Nursing and Midwifery Council approved programmes, and is also a Registered Apprenticeship Training Provider.
<b>LIAISES WITH:</b>	<ul style="list-style-type: none"> <li>• Registered Nurses</li> <li>• Clinical Educators</li> <li>• Support Workers</li> <li>• Medical Staff</li> <li>• Allied Health Professions</li> <li>• Operating Department Practitioners/Professions</li> <li>• Portering</li> <li>• House Keepers</li> <li>• Internal and External Education Providers</li> </ul>
Section 3	
<p><b><u>KEY RESPONSIBILITIES:</u></b></p> <p>As an Apprentice Registered Nurse, you will be based, as a paid employee, within Cheshire &amp; Wirral Partnership NHS Foundation Trust. Whilst you will be allocated to one specific area, you will experience working across both internal and external placements to gain an appreciation of the different areas of local healthcare service and meet the Nursing and Midwifery Council (NMC) requirements.</p> <p>You will have an apprenticeship agreement approved by your employer, and your education provider and yourself, and you will be required to achieve the standards as set out by the NMC, HEI and the Institute of Apprenticeships and on completion of the apprenticeship, join the Nursing and Midwifery Council Register as a Registered Nurse.</p> <p>During the education programme, you will develop skills and knowledge that will allow you to work in today's dynamic and changing healthcare environment. You will be required to commit to self-directed study and successfully complete the education programme within the contract period.</p> <p>During the initial phase of the training programme, all work activities should be under direct guidance and supervision of the registered practitioner. As the training programme progresses, following discussion and agreement with mentors and supervisors, supervision and guidance will be both direct and indirect.</p>	

## **Managerial**

The Apprentice Registered Nurse will:

1. Plan and manage competing demands of job role, study and placement activities.
2. Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals.
3. Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans.
4. Act in ways which support equality and value diversity.
5. Demonstrate own duties to new or less experienced staff.
6. Support development of less experienced staff and students.

## **Clinical**

The following list is indicative as tasks and responsibilities will vary depending on the care setting where the Apprentice Registered Nurse is working. The Apprentice Registered Nurse will:

1. Abide by the principles of the NMC code.
2. Work within competency.
3. Maintain a safe working environment.
4. Develop understanding of all elements of the nursing process in the on-going assessment, planning, management and evaluation of care.
5. Support individuals with all aspects of care including personal care and promoting wellbeing, activities of daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate.
6. Following appropriate training, perform and record physiological and clinical observations including blood pressure, temperature, respiration rate, pulse.
7. Undertake clinical skills relevant to service delivery following appropriate training and competency assessment.
8. Accurately record of nutritional and fluid intake.
9. Ensure the privacy, dignity and safety of individuals is always maintained.
10. Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.
11. Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals.
12. Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
13. Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered.
14. Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
15. Assist in the delivery of complex care as prescribed by the registered nurse.
16. Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities.
17. Develop skills in relation to coaching/teaching individuals/carers/other staff.
18. Assist with the implementation and monitoring of clinical standards and outcomes.
19. Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice.
20. Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
21. Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.
22. Demonstrate good understanding of the Mental Capacity Act/Deprivation of Liberties and apply principles to everyday practice seeking advice/guidance from the Registered Nurse or registered care professional as required.

## **Non-Clinical**

The Apprentice Registered Nurse will:

1. Exercise personal duty of care in the safe use and storage of equipment.
2. Be environmentally aware and prudent in use of resources and energy.
3. Develop skills to maintain professional standards of record keeping.
4. Follow all information governance guidance and policies.
5. Maintain confidentiality as outlined within data protection policies.
6. Raises any concerns to a registered care professional or appropriate person.

## **Training & Education**

The Apprentice Registered Nurse will:

1. Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and BSC (HONS) Level 6 qualification within agreed timeframes. Seeks support / guidance in timely manner if any difficulties are encountered.
2. Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting. To participate in Tri-partite meetings with the University and Ward Manager and adhere to the Work Based Learning Guidance Document.
3. Take responsibility for organising and attending statutory/mandatory updates in accordance with organisational requirements.
4. Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seek support to challenge any poor practice observed.

## **Clinical Governance/Research and Audit**

The Apprentice Registered Nurse will:

1. Promote health and safety maintaining best practice in health, safety and security.
2. Share ideas with colleagues to improve care and suggest areas for innovation.
3. Participate in audit activities being undertaken in area of practice.
4. Contribute to the improvement of service by reflecting on own practice and supporting that of others.
5. Adhere to legislation, policies, procedures and guidelines both local and national. Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care.

## **Communication**

The Apprentice Registered Nurse will:

1. Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
2. Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and Trust.
3. Contribute to team success and challenge others constructively.
4. Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
5. Report to appropriate registered care professional information received from the individuals, carers and members of the team.
6. Ensure all patient related information is always treated sensitively and adhere to the principals of confidentiality.
7. Report any accidents or incidents and raise any concerns as per organisational policy.

8. Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.
9. Ensure ability to manage electronic records system understanding the need to protect access (ID, passwords, swipe cards).
10. Raise concerns with regards to risk, danger, malpractice or wrongdoing by following the Trust Whistleblowing policy and supporting processes.

## Section 4

### 1. HEALTH AND SAFETY

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

### 2. INFECTION PREVENTION AND CONTROL

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies, and make every effort to maintain high standards of infection prevention at all times in accordance with The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance (2015). All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust, and any contracted staff have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Relevant staff members must attend an annual face to face training session or complete the e learning session provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

### 3. EQUALITY AND DIVERSITY

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge, and skills.

### 4. COMPETENCY OF HEALTH PROFESSIONALS

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

### 5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness, and honesty.

### 6. SAFEGUARDING

Everyone within CWP has a responsibility for, and is committed to, safeguarding, and promoting the welfare of children, young people, and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

### 7. SUPERVISION

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

**Section 5****PERSON SPECIFICATION**

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>Method of Assessment</i></b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Maths and English GSCE at C/4 or above or equivalent such as Level 2 Functional Skills</li><li>• Meets the entry requirements for University (see attached documents). All qualifications will be assessed on an individual basis</li><li>• Have a vocational qualification at Level 3 e.g. NVQ Level 3 or be able to demonstrate an equivalent level of knowledge or experience</li></ul>		<ul style="list-style-type: none"><li>• Application form/interview</li></ul>
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"><li>• Must undergo training as required</li><li>• Need to complete and pass all course modules and clinical competencies within contract period</li><li>• Insight into role and responsibilities of post</li><li>• Basic IT skills</li><li>• Knowledge of :-<ul style="list-style-type: none"><li>- Principles of infection</li><li>- Prevention and control</li><li>- Customer relations</li><li>- Maintaining a safe environment</li><li>- Emergency procedures</li><li>- Equity and diversity</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Open to other learning opportunities within the Trust</li></ul>	<ul style="list-style-type: none"><li>• Application form/interview</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 6 months recent experience in a health and clinical based role</li></ul>		<ul style="list-style-type: none"><li>• Application form/interview</li></ul>
<b>Analytical and judgemental skills</b>	<ul style="list-style-type: none"><li>• Exercise personal responsibility and work under supervision of a Registered Nurse and within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills, consistent with the role, responsibilities, and professional values of an Apprentice Nurse</li><li>• Exercise judgement in assessing patient condition, comfort and wellbeing using analysis of a</li></ul>		<ul style="list-style-type: none"><li>• Application form/interview</li></ul>

**Section 5****PERSON SPECIFICATION**

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>Method of Assessment</i></b>
	range of possible factors <ul style="list-style-type: none"> <li>• Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability</li> </ul>		
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• The Apprentice Registered Nurse must be 18 years old or over</li> <li>• You will need to demonstrate that you are living permanently in the UK</li> <li>• Able to work as part of a multi-disciplinary team</li> <li>• Patient focused</li> <li>• Positive and caring attitude</li> <li>• Good interpersonal skills</li> <li>• Effectively communicate with patients and team members</li> </ul>		<ul style="list-style-type: none"> <li>• Application form/interview</li> </ul>

**To be completed by HR**

<b>Job Number:</b>	1436b	<b>Version No:</b>		<b>Issue Date:</b>	30/06/2023
<b>KSF Number:</b>		<b>Version No:</b>		<b>Issue Date:</b>	
<b>Jurisdiction of JD:</b>					