

Job description

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| Post | Registered Nurse |
| Band | 5 |
| Department | Gynae Out-patients |
| Responsible to | Department Sisters |
| Professionally Accountable to | Lead Matron |
| Date written | 22.02.22 |
| Written by | |

Job summary

The role of the nurse/midwife is to provide a holistic, high quality, patient focused, comprehensive, efficient and safe service for the patients cared for at Kettering General Hospital, acting with responsibility, accountability and integrity; reporting adverse events and poor practice to the person in charge. The nurse/midwife would be expected to effectively and responsibly use resources and engage in change and service improvements.

Standards of practice at Kettering General Hospital NHS Foundation Trust (KGH) are aligned to the standards set out by the Nursing & Midwifery (NMC) Code: Standards of conduct, performance and ethics for nurses and midwives (2008). Standards of practice and care, at KGH, also encompass the Chief Nursing Officer's 6 C's campaign and concentrate the nursing agenda on Care, Compassion, Competence, Communication, Courage, and Commitment.

The post holder may be required to rotate through other wards and departments as required to support Trust business and patient care.

The post holder will act at all times in accordance with the NMC code and local standards of care and policies.

Key working relationships

Main duties and responsibilities

- A clinical practitioner who is developing their expertise within their strategy
- An effective role model who emulates good practice and professional standards
- A motivated, dynamic practitioner who supports the ward team in striving



Compassion



Accountability



Respect



Integrity



Courage

for improvements in care and practice

- Works within own limits of competency provide a holistic package of care that meets the patients psychological, social and physical needs; as dictated by patient pathway and clinical condition
- Act responsibly as a team member and seeks help whenever necessary
- To implement relevant clinical assessment tools and risk assessments
- To cover clinical workload and other duties in the absence of other staff of the same or lower banding
- To be aware of safeguarding procedures, ensuring that they maintain their knowledge of the Mental Capacity Act Assessment, Deprivation of Liberty and Best Interests to ensure patients overall safety within clinical environment
- To work effectively and communicate with the multi-disciplinary team regarding patient care notifying and escalating to them any changes in patients condition or other useful information. Contribute in effective handovers of patient care between shifts, other departments and other healthcare providers
- To communicate effectively with patients and carers regarding all aspects of care, admission, preparation for procedure, care delivery post procedure, discharge, medications etc. Communication skills of persuasion, motivation and explanation will be needed. Barriers to communication may be physical, cognitive or cultural; i.e. poor hearing, altered perception, pain, or fear. This might be complex, sensitive or contentious information where empathy and reassurance is required
- To maintain confidentiality at all times in relation to patients and their treatment
- To take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires
- Maintain effective relationships within the trust by attending team and departmental meetings. Annual leave is requested in a timely manner in line with Trust policy
- Sickness/ Maternity/Paternity and Special leave is notified to the department/ line manager in accordance with Trust policy
- To complete patient documentation in a concise, accurate and timely manner in line with departmental, Trust and NMC standards
- Informed consent to treatment is obtained and documented in accordance with Trust procedures. Keep accurate and complete records consistent with legislation policies and procedures
- To ensure all patient data is kept secure at all times
- Ensures Ward patient board is kept up to date with all appropriate clinical & operational information
- Demonstrates an understanding of relevant admission & discharge pathways and the relationship with high quality, safe care
- Promotes and prioritises appropriate operational patient flow through ward area ie timely patient admission / transfer and use of discharge lounge
- Demonstrates knowledge of SAFER principles and application in practice eg conversion of red patient days to green

- Demonstrates ability to lead the Ward Board Round and complete associated documentation eg updates IST sheet, completes daily task sheet and board round audit
- Effectively communicates ward update at daily Safety Huddle and completes associated documentation
- Communicates and escalates operational & safety risks appropriately eg Lead Nurse, Discharge team, Clinical Operational team

Clinical and professional leadership

- At all times act as a professional role model using appropriate language to address patients and following Trust standards in care delivery
- To be responsible for the implementation of planned programmes of care required ensuring physical, social, psychological, cultural and spiritual needs are met: and be aware of patients exhibiting altered behaviours, whose condition may be intensified due to investigation/ management or environment
- To implement a plan of care which is in accordance with the patients individual care needs and the predicted date of patient discharge
- Be able to demonstrate knowledge of how to escalate concerns in practice regarding risk, e.g. a patient with delirium who is at risk of falling
- To be responsible for the implementation of the on-going evaluation of the effectiveness of planned care and ensure accurate and meaningful nursing/midwifery records are maintained as per NMC guidelines
- To present a positive image of self and of the Trust by maintaining a professional attitude at all times.
- To practice as a 'competent' team leader and supervise other staff as delegated

Education and practice development

- To support the education of patients, carers and junior members of staff including students ensuring that any education and training delivered is evidence based and done so within the bounds of their role, responsibility and knowledge
- Act as a mentor post mentorship training for pre-registration and post-registration students, working closely with the Learning Environment Lead to ensure student needs are met.
- Support the development of Healthcare workers and Assistant Practitioners ensuring knowledge around the accountability and responsibility of delegating to this staff group
- Work with the team to ensure there is an effective learning environment on the ward/unit at all times
- To identify a Personal Development Plan through annual appraisal/ performance reviews and maintain a professional portfolio in line with PREP requirements from the NMC
- To develop appropriate clinical skills and competencies in line with job description and local requirement's within the trust policy

Improving Quality

- To adhere to and maintain standards of practice in line with the 'I Will' campaign
- Demonstrates a good understanding of and role models best practice standards
- To participate in service improvement by contributing ideas for improvement to existing work procedures
- Demonstrates an understanding of the information displayed on the ward/unit boards
- Actively participate in Practice Improvement Facilitator roles
- Engage with Healthwatch and feedback to ward/unit managers/matrons
- Completing of Incident forms as necessary in line with trust policy
- To maintain standards of cleanliness and hygiene, in line with standards for Saving Lives within the clinical environment minimising the risk of cross infection
- Support team openness so that an evidence-based approach is utilised and applied to nursing and midwifery care.
- To support a questioning culture within nursing and midwifery teams
- Responsible for cost effective use of resources and engagement in service improvement change

Management

- As role develops undertake shift management, coordinating allocation of patients and supporting and managing staff in accordance with the nurse in charge competency
- To identify and report health and safety issues appropriately
- Demonstrate ability to manage conflict effectively
- Defective equipment is reported and made safe without delay in accordance to Trust procedures
- To input 'real time' accurate data onto IT systems including for admission, discharge and transfer or assuring delegation of this responsibility as required
- Act independently in maintaining a clean and safe ward/ department environment, ensuring equipment and resources are stored away appropriately and defaults are reported/actioned immediately

Statutory and miscellaneous

- Take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires. (all registered staff)
- This post involves treatment to children and/or vulnerable adults as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary to apply for and be in receipt of a satisfactory **enhanced DBS check** of the post holder.
- The Trust requires all roles requiring DBS check, to have a satisfactory DBS recheck every three years
- The Trust requires require all new starters to subscribe to the DBS update service where it is a requirement of the role.
- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary
- This post is subject to the terms and conditions of employment of Kettering General

Hospital NHS Foundation Trust.

- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. Appropriate notice of such changes will be given.

Confidentiality, Data protection and data quality

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- uphold its principles; and
- adhere to Trust policies and to maintain strict confidentiality at all times

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained (where appropriate).

Safeguarding Children & Adults at Risk

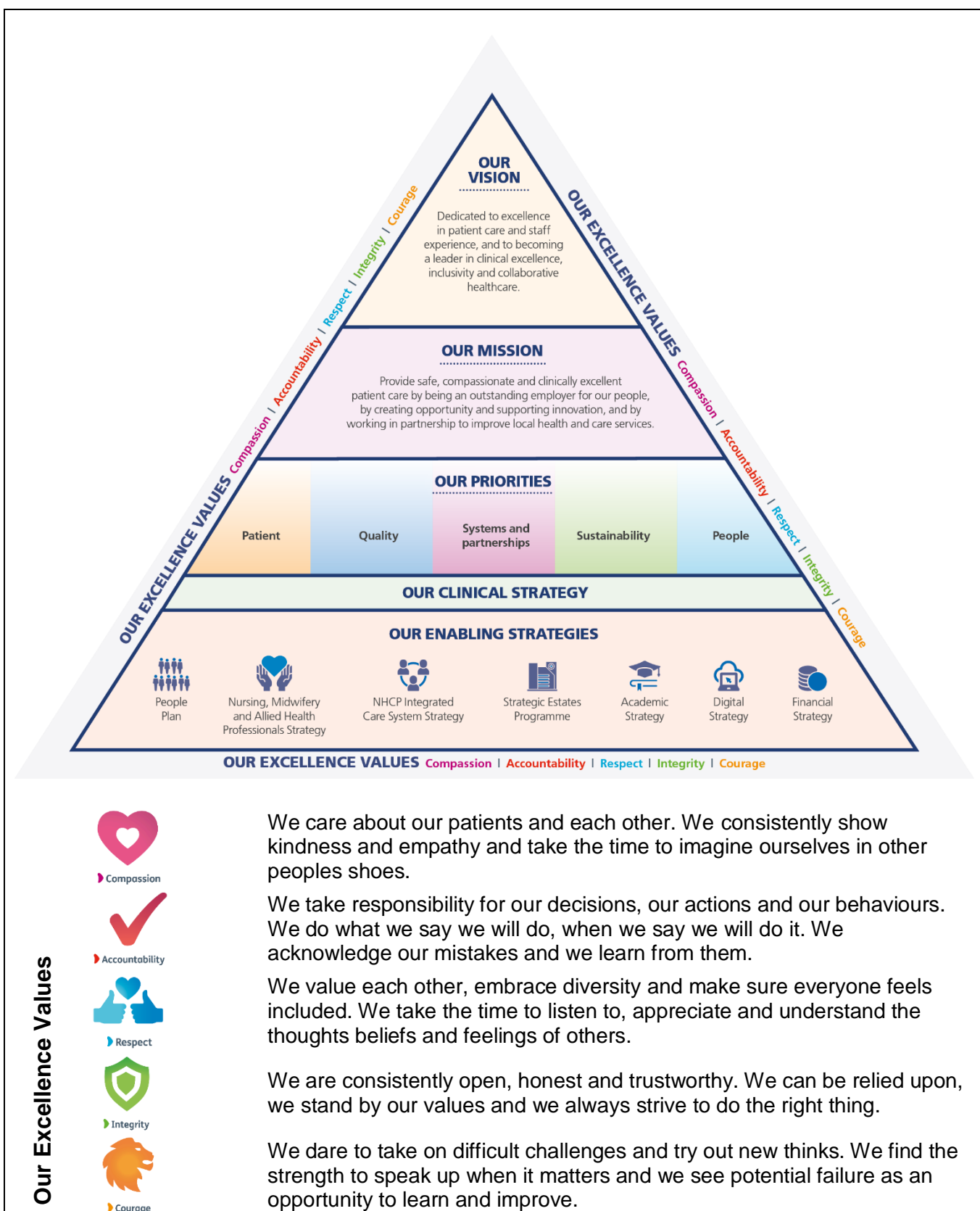
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

Our Vision and Values

Kettering General NHS Foundation Trust and Northampton General Hospital NHS Trust are both part of the University Hospitals of Northamptonshire NHS Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information about working for us:

- [Kettering General Hospital NHS Foundation Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)



| Shortlisting Criteria | Essential | Desirable |
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| Qualifications | | |
| Registered Nurse/Midwife | X | |
| Diploma/Degree | X | |
| Mentor qualification | | X |
| Leadership qualification | | X |
| Knowledge & Experience | | |
| Previous Healthcare experience | X | |
| Evidence of post-registration qualification/education to diploma/degree level | | X |
| Commitment to continuing professional development; with an enthusiasm for learning | X | |
| Awareness and understanding of current issues within nursing, midwifery and the wider NHS | | X |
| Skills | | |
| The ability to communicate with patients and their families/carers during a highly stressful time, requiring the ability to alter communication strategies dependent on the situation and the patient's status | X | |
| To demonstrate accuracy and clarity in verbal, written and electronic communication; and appropriate information storage | X | |
| The ability to make judgments on problems requiring investigation, analysis e.g., assessment of patient condition, suitability for discharge | X | |
| Able to assess, plan, implement and | X | |
| evaluate clinical care | X | |
| The ability to work as part of a multi-disciplinary team to ensure high quality nursing/midwifery service | X | |
| Able to organise, prioritise and adjust own workload in relation to the priorities of the department | X | |
| Able to allocate and delegate workload responsibly and monitor the work of others; clinical supervision of junior staff | X | |

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| The ability to make changes to own practice and offer suggestions for improving services | X | |
| Demonstrates personal duty of care in relation to the safe use of equipment and other resources | X | |
| Maintains the quality in own work and encourages others to do the same | X | |
| Ability to treat all employee and other hospital information confidentially | X | |
| Recognition of factors in maintaining own and others health, safety and security Supportive of equality and values diversity | X | |
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