

JOB DESCRIPTION

Job Title:	Registered Nurse
Minimum Qualification	RGN
Current Grade:	Band 5
Hours of Work:	Full / Part time hours
Shift	Either 7-7.30 (12.5hr shift) or 6hr shift (start and finish times variable)
Dept/Ward:	MCSI Unit

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. Professionally responsible to the Director of Nursing
2. Managerially responsible to Ward Manager
3. Reporting to Ward Manager/Nurse in charge of the Ward/department
4. Professionally, the post holder is responsible for maintaining registration with the Nursing and Midwifery Council, abiding by the NMC Code and Guidelines. The post holder will adhere to all Trust policies, procedures, Standard Operating Procedures and protocols.

Summary of Post

Under the direction of the Ward/ department manager the post holder is responsible for providing skilled high quality nursing care within a multidisciplinary environment, to ensure individualised and effective care is practiced.

Contribute to the continuity of good team spirit and high standards of nursing care. Empowering junior staff to develop the highest possible level of clinical skills and facilitates communication within all care groups

Utilising the ward/department resources to promote excellence in practice and promote and expedite quality issues relevant to the service delivery.

Professional and Clinical issues

- Be accountable and responsible for maintaining own nursing practice and take every reasonable opportunity to sustain and improve knowledge and professional competence.
- To be responsible for the delivery of patient centered care. Maintaining own specialist knowledge and clinical skills participating in direct patient care and uphold evidence of PREP standards as required by the NMC. The post holder must be able to demonstrate extremely developed dexterous skills during clinical practice and the capability to manage periods of moderate physical effort during the shift worked.
- Assist the ward staff in the provision of clinical and professional advice, expertise and support, developing practice and monitoring performance.
- Keep abreast of current political issues within the NHS, and future nursing trends.
- To provide leadership to all staff promoting a culture of positive and effective team work.

- Assess care required, requesting medical input as necessary and devising appropriate care programmes for the patient, implementing and evaluating care during the admission and in preparation for a safe discharge. Supported by written evidence.
- To provide a high standard of nursing care based on the assessment of care needs - in consultation with the patient, their relatives and the multidisciplinary team.
- To continuously evaluate the quality of care given, and regularly re-assess the needs of the patient, in consultation with the patient, other carers and the multidisciplinary team to effect change required to achieve planned goals.
- Liaise with other professionals to ensure cohesive patient care.
- Formulate well-planned discharges with appropriate follow-up, ensuring effective liaison with the family, Allied Health Professional's and community services.
- Ensure a patient / client-focused approach to care.
- Ensure due regard is given to the customs, values and spiritual beliefs of the patient family, carers and staff.
- To uphold the Trust's Diversity/Equal Opportunities Policy.
- Ensure due regard is given to the safety of patients belongings.
- Providing and receiving complex or sensitive information about patients, dealing with confrontation where you will be able to reassure, calm and defuse difficult situations.
- Advise on issues within own scope of practice relating to health promotion & MECC.
- To identify the learning needs of the patient, relatives and staff, and in consultation with the Ward/ department staff will plan and implement education to meet those needs.
- Facilitate and maintain patient records to ensure information is accurate and up to date for future reference and complies with the Data Protection Act, NMC Patient Record Keeping Guidelines.
- Prepare care plans to ensure the delivery of effective patient care.
- To be able to manage time effectively, ensuring patients are ready for planned procedures and staff receive adequate breaks during the working day and finish at the appropriate time.
- Ensure the safe delivery of medicines by the prescribed route adhering to national and Trust guidelines.
- Assist the Ward staff to ensure the ward area meet risk management standards, working with all health care professionals.
- The ability to use and recharge intravenous drug administration pumps including the recognition of early signs of drug reaction, and the appropriate steps to be taken.

Frequent provision of patient care, which requires the use physical effort to roll, manoeuvre and stand patients. The use of ward manual handling equipment / training is essential, to reduce physical strain and maintain safety of the patient. Annual manual handling training is mandatory.

- Frequent handling of waste body fluids, ensuring correct disposal.
- Participate in a yearly appraisal, setting personal objectives for own professional development plan.

- Completion of yearly statutory training to ensure adherence to Trust policy and current legislation.
- Attend relevant in house training sessions which is pertinent to own clinical practice, to enhance knowledge and skill, maintaining competencies

Staff Management

- Provide leadership for the nursing, ward clerks and housekeeper team and acts as a role model.
- Act as a resource advisor for junior colleagues in the delivery of nursing care.
- Ensure staff wear identity cards and adhere to uniform policy
- Assist in the creation of a good working atmosphere.

Quality Management

- Maintain a working environment that enhances and promotes the health and safety of patients and staff and all visitors to the area.
- Responsible for the implementation of own safe manual handling activities.
- To have a responsibility for ensuring commitment to maintaining a high quality service to patients by continual development in practice, in light of research evidence and standards set within National service frame works, NICE and clinical guidance.
- Act as the patient's advocate within the clinical specialty.
- Promote evidence based care through integration of relevant research into practice.
- Ensure adherence to Trust policies, procedures, guidelines and current legislation particularly to health and safety procedures.
- Respond to patients and relatives concerns at ward level and refer on to Ward/ Department Manager or Nurse in Charge, as appropriate.
- Assist in audit / review of the quality & availability of patient information.

Communication

- Ensure that communication is effective enabling that communicative issues in the sending and receiving of such information is conveyed and received in such a manner as to foster excellent relationships between clinicians, allied health care professional, patients and relatives.
- Ensure that communications between all patients, and their relatives are effective and conducted in a manner that enables the patient to make informed judgments about their care.
- Maintain good interpersonal relationships with patients, relatives and inside and outside agencies. Provide relevant advice on issues relating to health promotion, maintaining confidentiality and working closely with all members of the multidisciplinary team.
- Ensure that the established system of continuous communication is effective for the assessment and reporting of patient care and activity over a shift.
- Providing and receiving complex or sensitive information about patients, dealing with confrontation where you will be able to reassure, calm and defuse difficult situations.

- Dealing with anxious relatives / staff, supporting the bereaved, liaising with appropriate support networks.
- Persuading the patient to cooperate with prescribed treatments and care required.
- Communication with patients with special needs where the recognition and understanding of non-verbal communication would be essential.
- Act as a resource for nursing and allied health care professionals in the delivery of care.
- Respond to telephone enquiries, following an analysis / interpretation of the situation you will share your clinical judgment offering appropriate advice and referring to appropriate personnel. Maintaining a recording in telephone advice book.

Resource Management

- Seek ways to make best use of all resources and control expenditure.
- Develop and maintain a working knowledge of P.A.S., E.P.R Bluespier and the Trust intranet.
- Actively seek to ensure best use of beds, communicating verbally and electronically with colleagues both within the Trust and referring hospitals / outside agencies.
- Perform any job-related duties not specifically enumerated in this job description, which may be assigned by your line manager.

Personal Values

You will strive to be:

- Friendly
- Excellence (in standards of work)
- Caring
- Professional
- Respect

Infection Control

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

Risk Management

Risk management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the Trust's Clinical Incident Reporting System.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure (These documents are available on the Trust's Intranet Site).

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts of omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings. This requires the following:

- Compliance with Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1992 and other safety regulations.
- Being familiar with, and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and of your specific work place.
- Co-operating with all measures that the Trust take to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment etc.
- Compliance with all instruction and training given by members of the Trust relating to Health and Safety.

Confidentiality and Information Security

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. This duty lasts indefinitely and will continue after you leave the Trust's employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality policy.

This does not affect your rights and obligations under the Trust's Openness Policy.

Records Management

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you create or use as part of your work within the Trust. The records may be paper, microfiche, audio, videotapes or x-ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

General

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintain a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning with an open “no-blame culture”.

Agreed By:
Employee's Name and Signature

Date:

Agreed By:
Manager's Name and signature:

Date

PERSON SPECIFICATION – BAND 5 STAFF NURSE

Criteria	Essential Requirements	Desirable Requirements	Evidence
Qualifications/Experience	RGN Numeracy skills Awareness of current NHS issues	Degree Post registration Orthopaedic qualification. Assessors qualification Evidence of continued Learning. Experience in taking charge of a team/ unit Specialist experience, knowledge and skills for speciality. Competence in additional technical skills (e.g. venepuncture, cannulation)	Certificates Application form Interview References
Skills and Competencies	Ability to adapt to changing pressures of work. Motivated, Innovative & Supportive Ability to work on own initiative and under pressure Deliver excellent customer service.	Demonstrates leadership skills Ability to prioritise own workload, instruct and direct junior staff. Teaching skills Completion of Customer care course	Application form Interview References
Knowledge (including specialist or technical knowledge required)	High level of communication skills and ability to work within a team Basic computer skills Articulate & knowledgeable of skills needed to deliver high standard of care. Evidence of ongoing professional development	Demonstrates willingness to further enhance knowledge	Application form Interview References
Personal Qualities	Flexibility to meet service needs by working any necessary shifts. Professional attitude towards nursing. Enthusiastic about being a nurse		Application form Interview