

## JOB DESCRIPTION

|                               |                                    |
|-------------------------------|------------------------------------|
| <b><u>JOB TITLE:</u></b>      | Registered Nurse Degree Apprentice |
| <b><u>GRADE:</u></b>          | Apprentice                         |
| <b><u>DEPARTMENT</u></b>      | As Designated                      |
| <b><u>LOCATION:</u></b>       | As Designated                      |
| <b><u>RESPONSIBLE TO:</u></b> | Ward Manager                       |
| <b><u>ACCOUNTABLE TO</u></b>  | Clinical Manager                   |

## MAIN PURPOSE OF THE JOB

### JOB DETAILS

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | Registered Nurse Degree Apprentice  |
| <b>Reports To:</b>     | Ward Manager  |
| <b>Accountable To:</b> | Group Nurse Director  |
| <b>Salary</b>          | £22,383 in the first year, rising to £22,816 years 2-5 inclusive<br>(23/24 rates) |

**Unit / Department:** To be assigned on induction

**Location<sup>1</sup>:** Cumbria Northumberland Tyne and Wear NHS

The Apprentice Nurse course is a five-year education programme, working toward becoming a Registered Nurse with a BSc Hons degree. The course combines work-based and academic learning between CNTW and Sunderland University

As an Apprentice Nurse, you will be based, as a paid employee, within CNTW. Whilst you will be allocated to one specific area, you will experience working across both

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<sup>1</sup> The Trust reserves the right to require employees to work either temporarily or permanently at or from any other of the Trust's establishments at any time  
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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.

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 four-year programme register as a nurse.

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.

As part of the apprenticeship, you will be required to:

- Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional) with a focus on promoting patient health and independence
- Successfully complete and pass the academic elements of the programme as specified by the Cumbria Northumberland Tyne and Wear NHS Foundation Trust (CNTW), HEI and Institute of Apprenticeship standards. According to these standards, you will be required to complete 4,300 hours equally divided between theory and practice as off the job training. You will also be required to complete an apprentice portfolio that demonstrates learning and skills and complete an end-point assessment.
- Successfully complete the nursing competencies related to NMC standards as specified by the Trust and the University
- Have attitudes and behaviours compatible with NHS Values and CNTW vision and values
- Work as part of a designated clinical care team delivering care that focuses on the direct needs of the patient
- Work with a mentor, and Apprentice Education Supervisor in Practice (AESIP) taking responsibility for developing your own nursing competence while on placements and attending academic study; maintaining evidence of your learning
- Adhere to the policies and procedures required as an employee of CNTW
- Demonstrate a flexible and dynamic attitude, both to your paid work and academic studies

The Apprentice will work within a multi-disciplinary team supporting clinical staff in the delivery of care; providing delegated aspects of care, under direct supervision.

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They are actively involved in the health and wellbeing of staff and service users.

They are visible and accessible to patients, families and carers working together to ensure efficient, effective and caring services.

They contribute to achieving all performance indicators, essential standards and quality outcomes

They provide compassionate care that is based on empathy, kindness, respect and dignity

## **VISION AND VALUES**

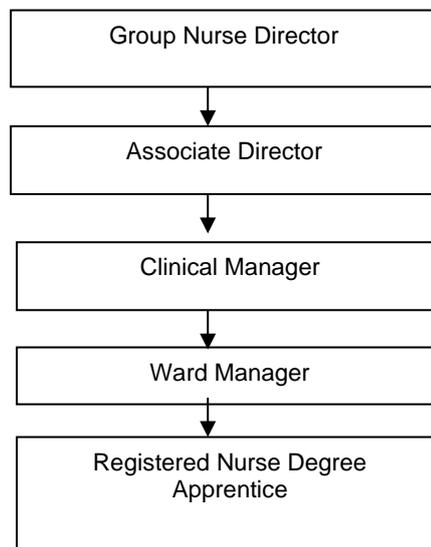
**Our Vision is:** “We Strive to provide the BEST CARE, delivered by the BEST PEOPLE, to achieve the BEST OUTCOMES”

**Our Values are:-**

- Caring Compassionate
- Respectful
- Honest and Transparent

**OUR SHARED PURPOSE IS TO MAXIMISE OUR CONTRIBUTION TO HIGH QUALITY, COMPASSIONATE CARE AND TO ACHIEVE EXCELLENT HEALTH AND WELLBEING OUTCOMES**

## **ORGANISATIONAL CHART**



## **COMMUNICATION & RELATIONSHIPS**

Provide and receive sensitive information, which may be in a challenging and emotive atmosphere.

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Communicate with clinical team lead, ward manager, peers, medical staff, patients, families and carers.

Listen to services users and carers to promote and practise shared decision making

Collaborate with service user/carer groups and representatives to promote service improvement and development.

Contribute to ward meetings.

Present accurate verbal reports

Document accurate entries in the patient record

Participate in multi-disciplinary reviews, daily reviews and handovers.

Communicate with service users and carers in order to positively develop therapeutic relationships

Promote and practice a culture of compassion where relationships are based on empathy, kindness, respect and dignity

Develop effective interpersonal skills

Maintain confidentiality

Inform qualified nurse of any changes that effect services user's health and wellbeing

Raise concerns about risk, danger, malpractice or wrong doing by following the CNTW Whistleblowing policy and supporting processes.

Clarify and confirm information to ensure understanding

### **KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE**

Applicants for the five-year RNDA programme must have

Three x A levels/ level 3 equivalent qualification in health related areas

**PLUS** Maths and English at grade C or above, or equivalent (functional skills)

All qualifications and equivalents will be assessed on an individual basis

Attend training relevant to the post to achieve competency

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## **ANALYTICAL AND JUDGEMENTAL SKILLS**

The Apprentice Nurse will:

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.

In line with Band 2 Healthcare Assistant Responsibilities the Apprentice, within their first year of programme, will **not** carry out any *lone working* i.e. within a community setting or escorted outings and visits

- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- 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.
- Implement aspect of care plans for service users as delegated by senior staff
- Assist the senior staff in monitoring the needs of the service user; identifying areas of concern and reporting as necessary.

## **PLANNING AND ORGANISATIONAL SKILLS**

Follow daily routines and activities as delegated

Carry out social and therapeutic work with service users; utilising a range of appropriate therapeutic approaches on a daily basis

Organise own time on a daily basis ensuring the completion of delegated work

Respond to the changing needs of service users in timely manner

## **PHYSICAL SKILLS**

Complete 5 day basic Prevention and Management of violence and aggression training

Have and demonstrate standard basic keyboard skills

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Implement safe moving and handling techniques

Meet the physical requirements of the post subject to any requirements for the Trust to make reasonable adjustments for the post holder.

### **RESPONSIBILITIES FOR PATIENT/CLIENT CARE**

Deliver and maintain high standards of clinical care and contribute to achieving the Care Quality Commission Essential Standards. They will identify any circumstances or practices which may compromise standards, quality of care and/or patient safety and report to the ward manager.

Advocate and maintain a philosophy of care which is person/carer centred, maintaining dignity and independence and consistently right for that person at that time.

Assist in the delivery of therapeutic clinical based interventions and activities which meet individual needs embracing equality and diversity.

Support service users and carers following critical incidents and difficult situations

Adhere to risk management systems

Inform qualified nurse of any changes that effect services users health and wellbeing

Engage in regular family/carer contact/support to encourage collaborative decision making.

Challenge practice which may be out-dated or no longer appropriate by developing effective change management strategies to continuously improve practice and service provision.

Have courage to speak out challenge and act when things feel wrong.

### **POLICY AND SERVICE DEVELOPMENT**

Adhere to Trust policies

Contribute to achieving all required Trust Quality & Performance objectives.

Maintain Health and Safety Standards using existing mechanisms e.g. Clinical Risk Assessment, Environmental Risk Assessment, Moving and Handling, COSHH.

### **FINANCIAL AND PHYSICAL RESOURCES**

Act responsibly in relation to equipment and resources.

Handles patient's monies, valuables and belongings.

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the ward environment to a high standard of safety, cleanliness and repair.

### **HUMAN RESOURCES**

Report any potentially discriminatory practice

Maintain own health and wellbeing

Contribute to debriefing sessions following difficult situations

Participate in their own clinical supervision and appraisal

### **INFORMATION RESOURCES**

Comply with Data Protection Act, Freedom of Information, and Records Management Policy.

Maintain service user/carer information; completing records and reports accurately and on time.

### **RESEARCH AND DEVELOPMENT**

Participate in surveys and audits in own work area.

### **FREEDOM TO ACT**

Act within Trust Policies.

Be required to work with close supervision; tasks will be delegated.

Work within the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England

### **PHYSICAL EFFORT**

Push/ pull trolleys/ wheelchairs

Assist service users with personal care (i.e. dressing, hygiene, toilet needs)

Involving bending, kneeling, and twisting

Facilitate patient movement around the ward within Trust moving and handling guidelines. Transferring and manoeuvring service users into positions for personal care and treatments several times each duty

Use physical intervention skills including restraint of service users following the Trust training guidelines and policies

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## **MENTAL EFFORT**

Concentrate on service user treatment and care which can be subject to frequent interruptions.

Concentrate whilst maintaining service user observation levels according to Trust policy

Service user behaviour can be unpredictable requiring immediate change to activity

Have exposure to VDU screen

## **EMOTIONAL EFFORT**

Deal with distressed/ anxious/ worried/ upset/ angry service users and relatives

Occasionally have to care for terminally ill service users

Due to nature of service user group, can be expected to deal with severely

Challenging behaviour

Provide emotional support to service users and carers.

## **WORKING CONDITIONS**

Regular exposure to body fluids

Verbal aggression from service users can occur most days, several times per

Shift, depending on service user group

Physical aggression from service users is a potential hazard because of

Unpredictable nature of service user group.

The post holder may be required to work within different areas across the Trust.

Exposure to constant and excessive noise.

## **SAFEGUARDING**

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

## **HEALTH AND SAFETY**

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

## **TRUST CLINICAL GOVERNANCE STRATEGY**

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

## **Information of a Confidential Nature or Access to Confidential Information**

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

## **INFECTION CONTROL**

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

## **CALDICOTT RESPONSIBILITIES:**

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**
3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

#### **ACCESS TO CONFIDENTIAL INFORMATION:**

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

## JOB DESCRIPTION AGREEMENT

**Post Title:** .....

**Post Holder's Name:** .....

**Post Holder's Signature:** .....**Date:** .....

**Line Manager's Name:** .....

**Line Manager's Signature:** .....**Date:** .....

**PERSON SPECIFICATION**

|   | <b><u>Essential</u></b>  | <b><u>Shortlisting criteria on application form</u></b> | <b><u>Desirable</u></b>         | <b><u>Shortlisting criteria on application form</u></b> |
|---|--|---|---------------------------------|---|
| <b><u>Education and Qualification</u></b>     | <p>Meets the entry requirements of minimum 112 UCAS points, which must include a Science or Health related subject</p> <p>5 GCSEs including English &amp; Maths at grade 4-9 (or equivalent)</p> <p>Equivalent qualifications will be assessed on an individual basis and must meet the NMC requirements</p> | <p>Yes</p> <p>Yes</p>                                   |                                 |   |
| <b><u>Knowledge and Experience</u></b>        |  |   | Work or volunteering experience | Yes/no  |
| <b><u>Skills and Competencies</u></b>         | Good interpersonal and communication   | Yes/no  | Ability to prioritise           | Yes/no  |
|   |  |   | Record keeping skills           | Yes/no  |
| <b><u>Role/Team specific requirements</u></b> | Flexible   | Yes/no  | Self reflection                 | Yes/no  |
|   | Approachable   | Yes/no  | Problem solving                 | Yes/no  |
|   | Open to change   | Yes/no  |                                 |   |
|   | Confident  | Yes/no  |                                 |   |
|   | Robust   | Yes/no  |                                 |   |
|   | Motivated  | Yes/no  |                                 |   |
|   |  | Yes/no  |                                 |   |

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|--|---|--------|--|--|
|  | Demonstrates respect dignity and integrity              | Yes/no |  |  |
|  | Embraces diversity                                      | Yes/no |  |  |
|  | Team worker   | Yes/no |  |  |
|  | Commitment to development and training                  | Yes/no |  |  |
|  | Demonstrate commitment to the Trust's vision and values | Yes/no |  |  |
| <b><u>Personal Characteristics</u></b> | Open and honest   | Yes/no |  |  |
|  | Trustworthy   | Yes/no |  |  |
|  | Commitment to further development and training          | Yes/no |  |  |

Criteria for shortlisting

Qualifications – MUST meet these

Essential criteria – MUST articulate on the application form 10/15 of these

Desirable criteria – To be used to add weight (marks out of 5) to support shortlisting criteria where there are a high percentage of individuals who meet essential criteria