

Registered Staff Nurse/ Operation Department Practitioner (Band 5)

Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Registered Staff Nurse/ OPD

Department – Surgical Day Case Unit

Band – 5

Salary - £28,407- £34,581 per annum

Contract – Permanent full-time (37.5 hours)

Location – Weston General Hospital

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Main Duties and Responsibilities:

The post holder will be anaesthetic trained and will be expected to be occasionally redeployed to Main Theatres to cover anaesthetics and recovery as needed. They may also be required to work across the DCU Ward and Theatre Receiving Unit.

The role encompasses the clinical management of a group of inpatients when the area is in escalation.

The post holder will be responsible to the nurse manager for the timely patient interventions caring for surgical, medical and orthopaedic patients that are deemed suitable to be admitted to the ward.

In partnership with other professionals and disciplines, develop measurable patient care plans/ goals. The process should include assessment, planning, implementation and evaluation of patient care from admission to timely transfer or discharge.

Ensure nursing documentation is maintained, accurate and legible in line with Trust standards. Admission and discharging of day case elective surgical patients.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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Main Duties and Responsibilities

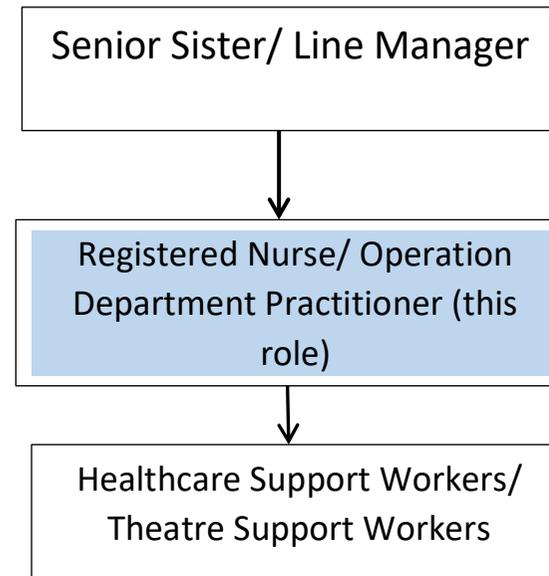
Communication and working relationship skills:

- To report to the Doctor/Sister/Charge Nurse on the patient's condition, both verbally and in writing where appropriate.
- Will report all complaints, incidents or accidents to the nurse in charge of the ward and will complete the appropriate documentation
- To establish links with other members of the Multidisciplinary team within the clinical area of care and involve them in the care of the patient when required.
- Maintain effective channels of communication with the patient's relatives and all other staff involved in the patient's care.

Communication and working relationship skills:

- Will receive confidential and sensitive information and will deal with it according to Trust policy
- Participate in ward meetings and help promote new ideas to benefit care.
- Document all care given clearly and accurately in patient care records
- Offer polite, courteous attitude to patients, visitors and members of the Multi-disciplinary team
- Persuade and motivate patients and relatives in aspects of their care as appropriate
- Answer the ward telephone and relay messages to patients, nurse in charge or other members of the Multi-disciplinary team as appropriate. This will include the passing on of clinical information received from other departments e.g. blood results
- Act as ward link nurse regarding a specific aspect of care as delegated by the ward manager

Organisational Structure



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Responsibility for patient care, treatment and therapy:

- Will deliver a high standard of individualized nursing care using the team nursing approach under the supervision of a senior nurse.
- Will be responsible for assessing, planning, implementing, updating and the evaluation of care to a group of patients under the supervision of a senior nurse
- Will ensure that nursing care is based on current evidence based practice
- Carry out nursing procedures and treatments specific to the clinical area, checking on and maintaining the highest possible standards
- Will commit to extending Clinical skills and develop scope of practice specific to clinical area
- Administer prescribed medications according to trust policy

- Will provide essential nursing care according to the patients record of care including:
 - Assisting with the mobility of patients using hoists, wheelchairs and all transfer equipment for lifting, pushing and pulling, to safely manoeuvre adult patients
 - The safe handling and disposal of bodily fluids
 - Escorting patients to associate departments as required e.g. theatres, X-Ray
 - Delivering meals and providing drinks to patients and assisting with the feeding of patients as required, monitoring their dietary intake
 - Performing last offices

- Recognise the significance of observations made, and use them to develop and initiate nursing assessments and devise a plan of care accordingly
- Undertake safe admission and discharge of patients
- Will develop knowledge of services available in the community to facilitate the planning of effective discharge
- Will advise on the promotion of health and the prevention of illness
- Participate in Doctors rounds and multi-disciplinary case conferences
- To be competent in the use of PAS and Telepath
- Will participate in standard setting and auditing

- Will clean hospital equipment as required
- Will tidy the environment and receive and put away delivery of stores
- Will support Junior nursing staff

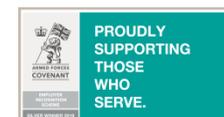
Main Duties and Responsibilities

Responsibility for policy and service development implementation:

- Registration with the Nursing and Midwifery Council (NMC) must be maintained
- Will be accountable for his/her actions and act in accordance with N.M.C. Code of Professional Conduct.
- Will act in accordance with Local, Hospital and Statutory Guidelines & Policies including Health and Safety initiatives.
- Will act in accordance with the Health and Safety at Works Act, Fire, Manual Handling, Infection Control, Major Incident and C.O.S.H.H. policies and be aware of their implications and ensure that local unit and departmental policies are followed.
- Will work in accordance with Corporate and Local objectives
- Will adhere to the Control of Drugs Act and ensure it is understood and carried out with regard to the care and custody of drugs / medication.
- To have an awareness of the Trust's organisational structure and key individuals within it
- The post holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.
- Will attend and contribute to 1 in 3 ward meetings per year
- Work shift patterns within the post taking responsibility for punctuality, time management and will adhere to the uniform policy
- Take responsibility for patients property and valuables according to Trust policy

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Responsibility for finance, equipment and other resources:

- Will practice in a cost effective and cost aware manner

Main Duties and Responsibilities

Responsibility for Human Resources, eg supervision, training, HR advice and management:

- Manage care needs of a client group on a daily basis
- Give support to the Ward Manager
- To assist and carry out as necessary all administrative and nursing duties as delegated by the Ward Manager
- Will have an awareness of the Major Incident policy.
- To check ward equipment is correct and in working order, ensuring its cleanliness after use and reporting defects promptly.
- Undertake responsibilities of Ward Link nurse as delegated by the Ward manager

Responsibility for research and development:

- Will act as a mentor for student nurses, and assist in their continuous assessment process.
- To assist and participate in the wards teaching programme to ensure continuing high standards and development with knowledge of relevant evidence and audit
- Introduce new junior staff members to their role within the team.
- Provide support and guidance to junior members of staff and unqualified staff.
- Will be expected to take charge of the ward for part of the shift when unplanned staff shortages occur, or as part of a professional development plan. Appropriate support will be identified for this.
- Take every opportunity to maintain and improve knowledge and competence, and take steps to keep up to date with clinical and nursing developments.
- Remain up to date with changing practices
- Complete Intravenous therapy training within 3 months post registration
- Be competent to undertake additional skills as required by the clinical area

- Take personal responsibility for own development and updating
- Attend annual statutory mandatory training in line with trust policy
- Attend annual Performance Development Review and recognize areas of development required

Freedom to act / decision making:

- Will act as a supervisor, where appropriate to junior members of staff and unqualified members of staff

Other Requirements:

- Will complete a personal & professional portfolio (in conjunction with the performance management process and the compilation of a personal development plan)
- Will adopt a patient orientated approach to work

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Personal Profile –

(E) = Essential

(D) = Desirable

Knowledge and Experience

- Able to demonstrate an understanding of audit and quality issues (E)
- Willingness to develop within role (E)
- Knowledge and experience of Anaesthetics (E)
- Politically astute re; changes in NHS/developments in NHS (D)
- Knowledge of the area applying for (D)

Skills and Abilities

- Able to demonstrate awareness or importance of working as part of a team (E)
- Able to communicate effectively, both verbally and in writing using the English language proficiently (E)
- Proficient in I.T (E)
- IV certified (E)
- Able to complete accurate & legible patient records (E)
- Flexible working practices for a 24 hour service (E)
- Able to work under own initiative within boundaries of role (D)
- Able to prioritise own work load and that of other as appropriate (D)

Attributes

- Innovation
- Collaborative
- Respectful
- Supportive

Qualifications and Training

- RGN/ ODP (E)
- Current NMC Registration/ HCPC Registration (E)
- Completion of an Anaesthetic Nursing course (Level 6 or 7) (E)
- Assessor Student Nursing/NVQ Assessor (D)
- Fluent in the English Language - verified either by English taught qualification or a pass in an English language assessment (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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