

### Why Our Trust?

#### Terms and conditions

Post – Bank - Registered Nurse

Division – Trustwide

Department – Bank

Band – 5

Salary – bank rates

Location – Trustwide

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](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

- To assess, plan, implement and evaluate patient care needs from admission to discharge or transfer.
- To work as part of the nursing and multi-disciplinary team.
- To be responsible for and accountable for the total care of a patient or group of patients.
- To take responsibility for ensuring the effective management of patient flow for allocated patients.
- To act as a professional role model / team leader, setting standards of practice, promoting clinical effectiveness, using opportunities for teaching others as part of a 24 hour service.

#### 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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Proudly  
supporting  
those  
who  
serve.



### Main Duties and Responsibilities

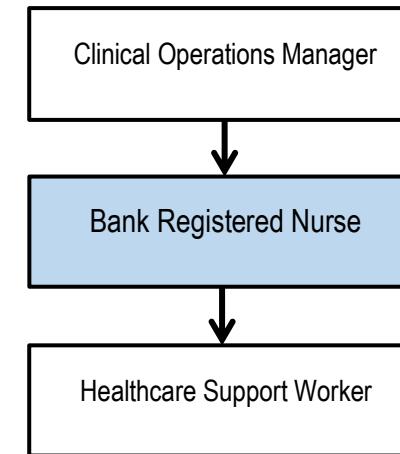
#### Clinical

- To contribute to effective patient flow by actively progressing patient treatment and safe and timely discharge or transfer.
- To communicate effectively (and maintain confidentiality) with patient carers and the multi-disciplinary team. To give written and verbal advice and information to patients and carers.
- To provide accurate, timely and contemporary records of care and treatment in line with UH Bristol and NMC standards on record keeping.
- To undertake all appropriate aspects of nursing care, using specific relevant clinical skills (gained through suitable training or instruction) and working within Trust and NMC guidelines.
- To ensure that Health and Safety requirements are met and to promote and maintain a safe and clean environment to assist in the prevention of hospital acquired infections.
- To administer medication in accordance with Trust and NMC guidelines.
- To respond promptly and act positively to resolve problems for patients or carers, utilising the Trust complaints procedures and the Patient Advice and Liaison Service where appropriate.
- To assist with the smooth running of the clinical areas by undertaking other duties such as tidying, cleaning and storing equipment or unpacking stores.

#### Management and Leadership

- To communicate effectively within the team and participate in motivating and supporting team members.
- To supervise other staff and students in the absence of more senior staff.
- To act as a role model and mentor for learners and junior staff.
- To take day to day responsibility for the clinical area and / or sub team in a ward or department setting and for the total care of patients within that area.

### Organisational Structure



- To develop clinical reasoning skills, ensuring the early detection of a deteriorating patient, prompt action and communication with the appropriate member(s) of the healthcare team.
- To assist in maintaining and improving patient care by participating in quality initiatives such as audits and research.
- To support the ward manager with the effective use of resources, such as staffing and supplies.
- To be fully conversant with the Incident Reporting mechanism and to use appropriately.

### Education

- To undertake training to maintain or improve current skills
- To take responsibility for own professional development and updates
- To use opportunities whenever possible to assist others to learn.

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# Bank Registered Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- At least 6 months post registration experience in an acute setting. (E)
- Previous experience of speciality (D)

### Skills and Abilities

- Good basic level of English language demonstrated through effective written and verbal communication skills (E)
- Ability to solve problems and use initiative (E)
- Ability to develop own clinical skills and a willingness to participate in continuing professional development (E)
- Competency in medication administration including IV drug administration or willingness to undergo training (E)
- Basic IT skills (e.g. Microsoft packages)
- Ability to take the lead, initiate and ensure appropriate action in response to the deteriorating patient

### Interpersonal skills –

- Supportive
- Motivated
- Professional
- Willingness to develop teaching skills
- Able to prioritise and meet deadlines
- Able to manage difficult situations.
- Awareness of audit & research
- Self-motivated
- A team player
- Recognition of own limits
- Flexible working practices for 24 hour service
- General good health
- Able to work on feet for long periods.
- Aware that the role can be stressful and emotional at times.

### Qualifications and Training

- RGN.1st Level or relevant children's qualification - E
- Current NMC Registration - E
- Training Qualification or equivalent experience - D
- Relevant post registration course - D

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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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