





## Job Description

1. JOB DETAILS	
<b>Job title:</b>	<b>Registered Nurse</b>
<b>Accountable to:</b>	
<b>Managerially</b>	<b>Sister / Charge Nurse</b>
<b>Professionally</b>	<b>Director of Nursing</b>
<b>Location:</b>	<b>Emergency Department, West Cumberland Hospital, Whitehaven</b>
2. JOB SUMMARY	
<p>All staff are expected to work to the Trust Values:</p> <div>  <p><b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div>  <p><b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div>  <p><b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div>  <p><b>Collaboration</b> – We are stronger and better working together with and for our patients</p> </div> <p>Assess, plan, deliver and evaluate nursing care, providing the prescribed nursing care without supervision. Contribute to the development and evaluation of nursing practice in the unit. Provide nursing care in accordance with local policies, procedures and guidelines, complying with the NMC code of professional conduct. Will be required to work across both sites</p>	
3. ROLE OF DEPARTMENT	
<p>Provision of a 24 hour service to members of the public who require emergency treatment of acute injuries or illness. The department seeks to provide a high quality, safe and supportive environment to all patient groups in which their identified physical and psycho-social needs can be met.</p>	
4. ORGANISATIONAL CHART	
<div> <div>Director of Nursing</div> <div>Head of Nursing</div> <div>Matron, Emergency Care</div> </div>	

Sister / Charge Nurse

Staff Nurse

**Registered Nurse**

Health Care Assistant

## 5. KEY WORKING RELATIONSHIPS

Members of the multidisciplinary team.  
Medical staff.  
Nursing staff.  
Physiotherapists.  
Occupational therapists.  
Pharmacists.  
Radiographers.  
Medical records.  
Patients and carers.  
Specialist nurses.  
Nurse practitioners.  
Student nurses.  
Ambulance service.  
Police.  
Social services.  
Other hospitals.  
Intermediate care teams.  
Drug and alcohol service.  
Other care agencies.

## 6. DUTIES AND RESPONSIBILITIES OF THE POST

### **Clinical**

- Manage and provide all aspects of patient care.
- Act in accordance with the NMC code of professional conduct.
- Assist other nurses in the ward team as necessary.
- Demonstrate practice based on current advances in nursing practice and research.
- Comply with infection prevention and control procedures at all times.
- Comply with responsibility to safeguard children, ensuring attendance at appropriate training.
- Take personal responsibility for putting the person receiving care first, and to challenge poor care/practice, doing so as soon as any shortcomings are seen.

### **Management**

- Contribute to the smooth running of the unit, providing leadership and supervision of staff.
- Contribute to the review of staff performance.
- Take charge of the ward as required.

### **Administration**

- Maintain accurate records of the care given, ensuring accurate data input into computerised systems.

- Assist in developing an environment that supports the value of nursing care.
- Liaise and communicate with members of the nursing and multidisciplinary team.
- Participate in the monitoring of standards of care.
- Contribute to the continuing development of the unit philosophy.
- Participate in the Trust clinical governance agenda, leading on a benchmark from the Essence of Care initiative.
- Ensure the promotion of the safety of patients, staff and visitors to the unit.
- Ensure that the Trust policies and guidelines relevant to the unit are given due consideration.
- Have regard for budgetary implications of decisions.
- Actively participate in the Trust risk management strategy.
- Contribute to the Trust patient care and public involvement strategy.
- Participate in local bed management for appropriate patient care.

### **Education**

- Act as mentor to other staff and pre-registration students, participating in clinical supervision as required.
- Contribute to meeting the learning needs of all other team members.
- Participate in the Trust IPR / PDP process within the set timescale.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.
- Participate in research, audit and surveys as required.

### **The Trust is committed to support employee health and wellbeing**

Under NICE guideline on 'Workplace health: Management practices, and Recommendations' the Trust is committed to offering employees help and encouragement to build supportive relationships.

## **7. WORK SETTING AND REVIEW**

Work independently to objectives as set by the Ward Sister / Charge Nurse who will review performance and undertake appraisal.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

## **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

## 15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

**PERSON SPECIFICATION**  
**North Cumbria Integrated Care NHS Foundation Trust**

**POST TITLE: Registered Nurse**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>Registered nurse with active registration.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Recent post-registration nursing or work as a student nurse in NHS.</li> <li>Use of a computer.</li> </ul>	<ul style="list-style-type: none"> <li>Work in an acute nursing environment.</li> <li>Supporting students.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>General nursing.</li> <li>NMC code of conduct.</li> <li>Equality legislation and best practice.</li> </ul>	<ul style="list-style-type: none"> <li>Accident and emergency nursing.</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Ability to work as a team member, without close supervision.</li> <li>Effective communication and interpersonal skills.</li> <li>Organisational skills.</li> <li>IT skills.</li> <li>Ability to demonstrate the compassionate values and behaviours needed for dignified care.</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>Confidence.</li> <li>Enthusiasm.</li> </ul>	<ul style="list-style-type: none"> <li>Interest in mentoring.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Flexible approach to working hours.</li> <li>Willing to develop by expansion of the role.</li> </ul>	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.