

### **Job Description**

<u>Job Title:</u>	Registered Nurse
<u>Band:</u>	5
<u>Location:</u> <u>Hours of Duty:</u>	Ward / Department
<u>Managerially &amp; Professionally accountable to:</u>	Sister / Charge Nurse
<u>Key Relationships:</u>	Junior Sister / Charge Nurse Senior Staff Nurse for Quality Ward Team Other wards and Departments

### **Role Summary**

- 1 The Post holder will be responsible for the assessment of the needs, development of programmes of care, and for the implementation and evaluation of these programmes for patients and their relatives.
- 2 To provide a high standard of clinical nursing within the ward / department
- 3 To manage a group of patients
- 4 To take charge of the ward when rostered and assessed as competent to take on the roles and responsibilities of leadership and supervision
- 5 To act as a role model to students and Clinical Support Workers
- 6 To present a positive, professional image of the organisation and of the nursing team

### **Key Areas**

#### **Communication & Relationships Skills**

Communicate using a range of methods to ensure a caring, sensitive and empathetic manner to patients and their relatives.

Communicate sensitive information about patients to other members of the health care team and with the consent of the patient to their relatives.

Demonstrate excellent communication skills when dealing with difficult situations

Provide clear and concise patient handover to other members of the team.

Escalate concerns in a patient's condition to senior members of the nursing team, medical staff

Initiate referrals to other members of the healthcare team.

To report ward and departmental affairs to the Sister / Charge Nurse and to participate in discussions and ward meetings.

Ensure that patients concerns are addressed through liaison with senior staff

To communicate in a professional manner with all patients and visitors to the ward /department

Promote equality and diversity ensuring that the individual needs of the patients and their families are recognised.

Take personal responsibility for ensuring communication relating to patient discharge is accurate and kept up to day ie PSAG board

It is expected that ALL employees of the Trust will take part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment

### **Knowledge, Training & Experience**

Registered Nurse.

Diploma or Degree in Nursing

### **Analytical & Judgemental Skills**

The post hold will demonstrate the skills for assessing and interpreting specialist, acute and other patient conditions, initiating actions as appropriate.

### **Planning & Organisational Skills**

On a rostered duty can organise own workload and can delegate and supervise other members of the team working in the vicinity

Can prioritise workload to manage the care for a group of patients

When rostered in charge take action to ensure safe staffing levels on each shift

When rostered in charge have an overview of all patients on the ward, receiving handover on all patients and able to give advice to other staff member

### **Physical Skills**

To have digital dexterity to manage fine movements regarding treatments and equipment such as cannulation, medication administration and clinical procedures.

### **Responsibility for Patient/Client Care**

Be responsible for the assessment of needs, development, implementation and evaluation of programmes of patient care in line with the Nursing and Midwifery Council (NMC) code of Professional Conduct and reflect the Trust's policies, procedures, standards and guidelines.

To facilitate the admission and discharge of patients liaising with other agencies to ensure continuity of care between hospital and community.  
Ensure the delivery of holistic patient care recognising the individual needs of patients and their relatives.

### **Responsibility for Policy/Service Development**

To have a working knowledge of the policies and procedures of the University Hospitals of North Midlands (NHS) Trust, and an ability to perform against those policies

### **Responsibility for Financial and Physical Resources**

Responsible for the security, proper and safe use of all Trust equipment. To be responsible for the maintenance of equipment within the ward or department with regular checking of all equipment and ensuring that repairs are performed as soon as possible.

Assist in the management of resources by participating in the selection, ordering and monitoring of departmental stock items, keeping within the financial constraints of the allocated budget.

To ensure the safe keeping of patients property and valuables inline with Trust Policy.

### **Responsibility for Human Resources**

Participate in clinical supervision and reflective practice

Participate in teaching and supervision of student nurses and clinical support workers

As a shift leader provide support, supervision and direction to clinical colleagues by acting as a professional, credible role model.

### **Responsibility for Information Resources**

Maintain accurate records relating to a patient's condition.

### **Responsibility for Research and Development**

Undertake surveys as necessary to own work / complex surveys relating to the project.

To ensure that nursing care activities are evidence based

To participate in maintaining and monitoring standards of care to the optimum level

### **Freedom to Act**

Works autonomously. Required to act independently within appropriate guidelines, deciding when it is necessary to refer to their manager.

**Physical Effort**

Will be required to be able to undertake a range of manual procedures including assistance with the movement of patients and equipment  
To be able to manoeuvre between patient's quickly to ensure emergency situations can be attended in a timely fashion.

**Mental Effort**

Concentration for writing care plans.  
Ability to interpret complex information when there may be frequent, unplanned interruptions throughout the shift.

**Emotional Effort**

May be exposed to distressing circumstances around breaking bad news, dealing with bereaved relatives.

**Working Conditions**

Office conditions / VDU use.  
Frequent exposure to body fluid and unpleasant odours during the delivery of direct patient care

**Personal/Professional Development**

To take every reasonable opportunity to maintain and improve your professional knowledge and competence  
To participate in personal objective setting and review, including the creation of a personal development plan

**Health and Safety**

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.  
To co-operate with University Hospital of North Staffordshire Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to

**Confidentiality**

To ensure that confidentiality is maintained at all times

## **Equality and Diversity**

To promote equality and diversity in your working life ensuring that all the staff and patients who you work with feel valued and treated in a fair and equitable manner.

## **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the UHNM Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and between each patient contact

- Staff members have a duty to attend mandatory infections control training provided for them by the Trust

- Staff members who develop recurrent skin and soft tissue infections and other infections that may be transmittable to patients have a duty to contact Occupational Health

## **Safeguarding Children, Young People and the Vulnerable Adult**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding procedures and guidelines. All health professionals who come into contact with children, parents and carers in the course of their work have a responsibility to safeguard and promote the welfare of children and young people up to the age of 18 years of age as directed by the Children's Act 1989/2004. Health professionals also have a responsibility even when the health professional does not work directly with a child but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

**Other**

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trusts intranet, or alternatively copies can be obtained from the Human Resources Directorate.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

## Person Specification

**Division:**

**Post:** Band 5 Registered Nurse

	<b>Essential</b>	<b>How will you measure this?</b>	<b>Desirable</b>	<b>How will you measure this?</b>
<b>Qualifications or their equivalent.</b>	Registered Nurse on the professional register	Certificates	Recognised qualification in teaching and assessing	
<b>Experience</b>	Good communication skills. Experience in undertaking dressings. Has experience as a student or registered nurse in an Acute hospital setting.	Application Form/Interview  Interview		Application form.
<b>Skills &amp; Knowledge</b>	Is able to recount / discuss the requirements for high standard of care Ability to use a computer	Interview  Interview	.	Interview
<b>Aptitudes</b>	Able to use own initiative.  Ability to work as part of a team and working autonomously  Good communication skills	Interview		
<b>Other Job Requirements</b>	Reliability.	References		

