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Job Description

Job Group (Delete as applicable):	Nursing & Midwifery
Job Title:	Registered Nurse
Existing Grade:	Band 5
Care Group:	Medicine Care Group
Service Line:	Healthcare of the Elderly Summary
Department:	South Hams Community Ward
Location:	South Hams Hospital, Kingsbridge
Appraiser:	Mandy Ostenfeldt
Accountable to:	Mandy Ostenfeldt
Position Number:	
Date:	July 2022

Job Purpose:

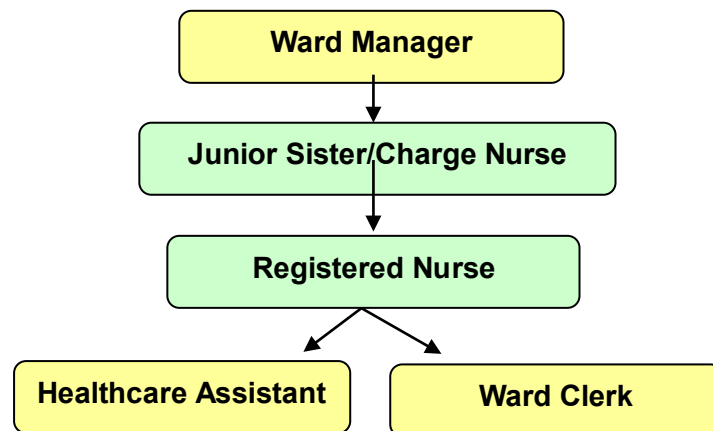
1. You will co-ordinate and deliver effective quality nursing care by assessing the needs, planning, implementing & evaluating the care for a group of patients.
2. Work as part of a multidisciplinary team.

Key Dimensions:

No direct budgetary control but must be aware of effective use of resources and cost implications.

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Organisational Chart



PRIMARY DUTIES & AREAS OF RESPONSIBILITY

You are responsible for: -

Clinical

- Providing and delivering a high standard of nursing care by initiating and co-ordinating the assessment, planning, implementing and evaluating of individual patients needs based on evidence. This includes all aspects of care from admission to discharge.
- Reporting and documenting all relevant nursing/patient needs, communicating changes with other health care professionals in the multi-disciplinary team with ongoing responsibility for patient care as they occur.
- Engaging and interacting with carers and family, encouraging them to be actively involved in patients care planning as outlined in ward / unit philosophy.
- Promoting and delivering health education within the clinical area and advise patient's family and/or significant others in health promotion issues.
- Demonstrating and undertaking evidence-based practice playing an active part in the introduction of this evidence to improve patient centred care.
- Supervising and directing Health Care Assistants with their daily workload.
- Communicating with patients, relatives and outside agencies as appropriate, within the confines of the Data Protection Act and Patient Confidentiality.
- Implementing and sharing good infection control practice.
- Undertaking manual handling assessments and ensuring identified actions are met.

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Managerial

- Initiating the reporting of an untoward incident such as complaints, clinical emergencies, and injury or drug administration errors and taking immediate actions as appropriate.
- Demonstrating an awareness of and compliance with Health and Safety regulations / Procedures that apply to staff, patients and visitors within the trust premises, reporting any deficiencies in equipment, furnishings or matters of hygiene.
- Contributing towards maintaining the set standard of clinical practice. Participating in Audit and quality monitoring.
- Managing the Clinical risk relating to individuals or a group of patients care, reporting issues to appropriate senior staff.
- Efficient and effective use of available resources.
- Attending Ward meetings
- In some circumstances take charge of the ward in the absence of more senior staff.

COMMUNICATIONS & WORKING RELATIONSHIPS

Maintain good relationships between all members of staff, thus developing professionalism through the unit.

Ensure good communication both verbally and via formal documentation with all members of the nursing and multidisciplinary team.

Work in partnership with the patient and family and other health care professionals in care planning.

Accept responsibility; be aware and able to locate all policies relating to good working practice within the clinical area and able to adhere to both by self and colleagues, and to challenge staff about their location.

Ensure carers/family and visitors are aware of policies, standards/guidelines relevant to the patients care or clinical area.

KEY WORKING RELATIONSHIPS

- ✦ Patients and their support network
- ✦ Ward Sisters/Charge Nurses and all ward based nursing staff

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- ✦ Modern Matron
- ✦ Educational staff
- ✦ Clinical Nurse Specialists, Nurse Consultants, Nurse Practitioners, Infection control nurses.
- ✦ Directorate Manager □ General Practitioners.
- ✦ Housekeeping and domestic staff □ Multidisciplinary team.
- ✦ Bank/Agency Nurses and Healthcare Assistants

All Job Holders are required to...

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, eg. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR) or "Data Protection legislation.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.

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- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for...

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for...

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

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PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Registered Nurse Training Completed 	<p>Completed Preceptorship</p> <ul style="list-style-type: none"> Demonstrable Experience of Rehabilitation Unit Demonstrable experience of Acute Hospital setting
QUALIFICATIONS	<ul style="list-style-type: none"> NMC Registered Nurse Diploma /Degree qualification in a healthcare related subject/or equivalent demonstrable experience 	<ul style="list-style-type: none"> Basic Computer skills
APTITUDE & ABILITIES	<ul style="list-style-type: none"> Good communication skills written and verbal, with ability to demonstrate fluency, clarity and effectiveness at all levels. Ability to prioritise workload Attention to detail Time management skills Organisational skills Numerate 	<p>Ability/demonstrable experience of</p> <ul style="list-style-type: none"> Directing and instructing others Teaching and mentoring skills
DISPOSITION / ATTITUDE / MOTIVATION	<p>Works in a calm and organised manner and develops a team approach</p> <ul style="list-style-type: none"> 	<p>Ability to employ stress management strategies to help- themselves and others</p> <ul style="list-style-type: none">
OTHER FACTORS	<ul style="list-style-type: none"> Flexible shift pattern May be expected to participate in audits and research 	

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