

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Registered Nurse
Band: 5
Responsible to: *Ward Manager*
Accountable to: *Matron*

Place of work: *Community Hospitals*
Hours: Full Time / Part Time (Shift Rotation)

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JOB PURPOSE

To work within a physical inpatient rehabilitation team managing a caseload of patients providing a high quality, effective and efficient rehabilitation service for adult patients in Oxfordshire. You will be responsible for the nursing assessment, care planning, delivery and evaluation of patient centered care. As a key member of the Multidisciplinary Team you will be working effectively to promote and facilitate safe effective patient care and discharge planning.

DUTIES AND RESPONSIBILITIES

- To deliver a safe and effective 24 hour rehabilitative patient care and discharge, working in partnership with colleagues in the multidisciplinary team within the community and acute sectors, supporting the efficient use of resources across the whole system delegating duties to support staff as appropriate.
- To participate in the hands-on delivery of patient care.
- To work flexibly across community hospital bases as required to ensure safe staffing levels are met.
- To be visible and accessible to patients, relatives and colleagues in order to work effectively within the team.
- To work as part of a multidisciplinary team to prioritise, assess, plan, implement and evaluate individualised care.
- Provide leadership to Healthcare Assistants and peers to ensure a high standard of patient-centred care.
- Under the direction of the Ward Manager to contribute to the monitoring and auditing of the standards of care in the ward area.
- To attend the multidisciplinary team meetings and ensure key issues are shared across the ward team.
- Responsible for the effective and efficient use of resources.
- To work proactively as the ward co-ordinator as rostered, ensuring safe and adequate staffing levels are maintained.
- To be visible and accessible to patients, relatives and colleagues in order to work effectively within the team.
- To communicate effectively with all patients, and their families/carers using a range of verbal and non-verbal communication tools ensuring their understanding of the diagnosis and treatment plan.
- To accurately document and record on the electronic patient record all care delivered within organisational and professional guidelines.
- To manage clinical risk within own patient caseload seeking support where required.
- To improve the quality of care received and the experience of patients and their carers through implementation of initiatives which reflect the National Service Framework for Older People.
- To work co-operatively with the Infection Control Team and others in promoting infection prevention and control best practice.
- To be responsible for safety and cleaning of specific equipment in line with organisational policy prior to use or issue.
- To implement legislation in relation to vulnerable adults, safeguarding and The Mental Capacity Act, as required.
- To adhere to and work within the organisational Accountability Framework and Clinical/Corporate Governance.

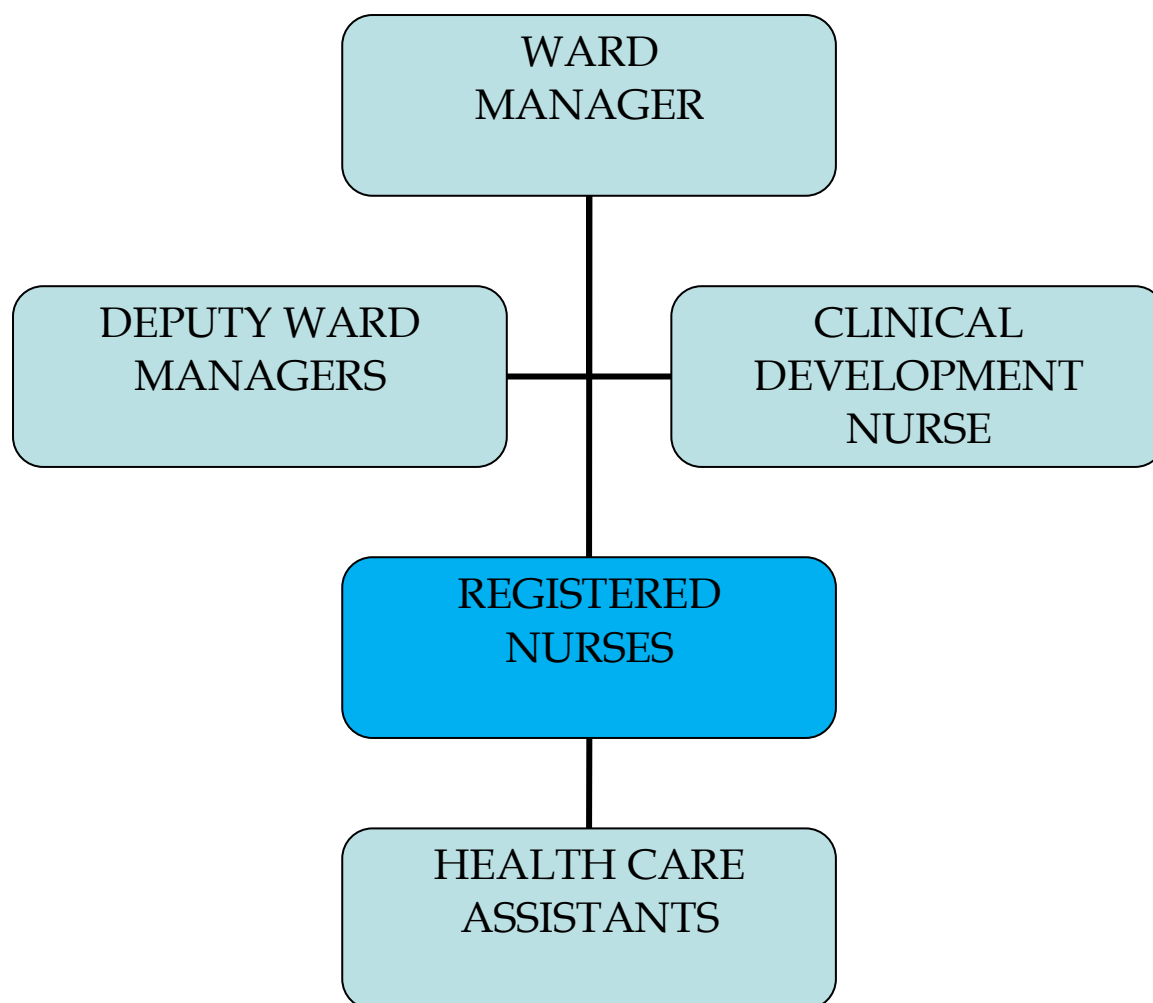
MANAGEMENT RESPONSIBILITIES

- To play an active role in the promotion of safety within the ward area and across the Community Hospital.
- Report accidents, incidents and near misses, implementing corrective action where necessary.
- To actively participate in clinical and management supervisions.
- To support with competencies of healthcare assistants, students and cadets.
- To manage and prioritise own workload seeking support as required.
- To support the efficient and effective running of the service and achievement of key lines of enquiry and CQUINS.
- To support the implementation of initiatives to improve the service, efficiency, quality of care received and the experience of patients and their carers.
- To ensure the safety and security of patients, staff, and organisational property at all times, using the systems in place.

EDUCATION AND PROFESSIONAL DEVELOPMENT RESPONSIBILITY

- To work with the Ward Manager and peer group to develop evidence based nursing practice that is relevant to the ward area.
- To support the learning experience of students.
- To act as a Mentor to nursing and all students
- To develop educational opportunities to promote the effectiveness of individual patient care and discharge planning.
- To actively participate in an annual performance review and development of a personal development plan.
- To actively participate in clinical supervision
- To share learning, skills, and knowledge within the service and across multidisciplinary teams, students, patients and carers to ensure best practice is maintained.
- To take responsibility for their own development ensuring competencies are maintained and statutory and mandatory training is up to date.
- To participate in quality improvement projects within the community directorate

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene,

decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 5 Registered Nurse		
Criteria for Selection	Essential Requirements	Desirable Requirements
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> • Current NMC RN Level One / due to qualify. • Evidence of continuing professional development and education 	<ul style="list-style-type: none"> • Dual registration: Mental health/Learning Disabilities • Relevant Healthcare module <p>Teaching course and experience</p>
Experience	<ul style="list-style-type: none"> • Effective communication skills • Working with older people • Experience of discharge planning • Working with multi-disciplinary teams and other professionals • Patient-centered care • Familiar with clinical supervision • Team working • Rehabilitation • Ability to demonstrate potential for management and leadership. • Ability to work under own initiative. • Evidence of problem-solving skills • Stress management strategies • Electronic Patient Record system 	<ul style="list-style-type: none"> • Community experience • Supervisory skills • Leadership skills
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly. • Able to prioritise. • Ability to work under pressure. • Acknowledging own limitations • Ability to seek and accept support. • Ability to cope with the 	

	<p>physical demands of the post.</p> <p>Awareness and acceptance of rights and needs of service users and staff.</p> <ul style="list-style-type: none"> • Skills in reflection 	
Contractual Requirements or other requirements	<ul style="list-style-type: none"> • Flexibility to suit the service need requirements. <p>Work a variety of shift rotation patterns</p>	