

# Registered Nurse - Band 5

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

|                                       |  |
|---------------------------------------|--|
| <b>Job title:</b>                     | Registered Nurse                       |
| <b>Grade:</b>                         | Band 5                                 |
| <b>Department:</b>                    | Urgent Emergency Care                  |
| <b>Responsible to:</b>                | Ward Manager                           |
| <b>Professionally accountable to:</b> | Chief Nurse                            |
| <b>Hours:</b>                         | Variable and up to 37.5 hours per week |

## Job Description

As a Registered Nurse you will work with all members of the Ward/Department clinical team and within the multi-disciplinary framework. You will maintain a high standard of patient care under the direction of the Ward/Department Sister/Charge Nurse, taking the lead in clinical areas when competent, in the absence of a senior member of staff. At all times, you will work in accordance with the principles governed by the Nursing & Midwifery Council (NMC) and Trust Policies.

This role requires you to practice and adopt the National 6 C's which are Care, Compassion, Communication, Commitment, Competence and Courage. The 6Cs of nursing stand for the professional values and behaviours and commitment to always deliver excellent care to our patients.

Our Trust Values of Kindness, Wellness and Fairness guides appropriate behaviours of all colleagues and enable us all to be accountable for our actions and will be ingrained within our revised appraisal and recruitment processes.

Newly qualified and return to practice Registered Nurses are required to successfully complete the Trust Preceptorship Programme within the first twelve months of employment.

## Main Duties & Responsibilities

### Clinical

- Ensure nursing practice is in accordance with the NMC Code of Professional Conduct and any specific competencies for the role are completed.
- To have successfully completed the Trust's preceptorship programme (applicable only to newly qualified and return to practice Registered Nurses).
- Maintain a high standard of nursing care applying evidence-based practice.
- Carry out assessment, planning, delivery and evaluation of nursing care and escalate any clinical concerns to a senior nurse as required.
- Carry out the daily personal individualised care of patients

- Maintain accurate records.
- Update patient administration systems e.g. PAS to ensure real time data collection and confidentiality.
- Effectively use information technology for the benefit of patient care in accordance with Trust Policy.
- To maintain confidentiality of information (written, verbal, electronic), whilst being aware of the Freedom of Information Act.
- To promptly and effectively communicate relevant changes in patient status to the multi-disciplinary team.
- Communicate effectively with patients, relatives, carers, significant others, the multi-disciplinary team and support services.
- Communicate with patients, clients and relatives on emotional and sensitive issues.
- Ensure the safe custody, supply and administration of drugs and therapeutic substances in accordance with Trust policy.
- Participate in clinical audit or reviews of patient care, as required.
- Participate in benchmarking activity and data collection in the clinical area.
- Promote health education to patients, carers and significant others.
- Act as the patient's advocate.
- Promptly deal with equipment failure in accordance with Trust procedure.
- Demonstrate competency and teach others in the safe and effective use of equipment in the clinical area.
- Ensure Trust policies are adhered to by all staff and report any non-compliance as necessary.
- To be competent in managing emergency situations including directing other members of the team.
- To be competent in clinical skills including enhanced practice relevant to the clinical area.
- Safeguard the health and welfare of patients, visitors and staff in all circumstances, including management of situations of violence or aggression.
- Liaise with the Patient and Liaison Service (PALS) on patient care issues.
- Comply with the complaints procedure of the Trust in respect of own area.
- Promptly report all incidents or accidents involving patients, visitors or staff and take appropriate action according to Trust Policy.
- Ensure the safekeeping of patients' property and valuables.
- Contribute to the philosophy and continuous development of the clinical area.

## Management and Leadership

- Effectively manage the ward/ department environment and staffing in the absence of a senior member of staff.
- Take responsibility for discussion around patient flow and the supporting initiatives in the absence of a more senior member of staff.
- Effectively assess and delegate workload according to staff competencies in order to meet patient needs.
- Assist in leading and monitoring the performance and work of the nursing team and support workers. Understand and comply with safe working processes e.g. Nightingale rounds, Safety Huddles and Ward Round
- Act as a professional role model and provide leadership to junior members of staff.
- Support and direct the voluntary workforce in the clinical area.
- Actively participate in meetings related to own clinical area or where delegated to attend.
- Participate in the appraisal process for junior staff as directed by the Ward/ Department Sister / Charge Nurse.
- Assist in checking and updating the off duty rota.

## Educational Responsibilities

- Complete the mentorship preparation programme (where applicable), act as a mentor and provide supervision to junior staff, student nurses and other learners.
- Complete a supervision and assessment of practice programme to enable you to undertake practice supervision and assessment of junior staff, student nurses, apprentices and other learners from the multi-disciplinary team.
- Provide induction for new staff.
- Teach and assess registered and non-registered staff of the multi-disciplinary team.

## Professional Development

- Maintain Continuous Professional Development in line with Trust Policy, the Knowledge and Skills Framework and professional bodies' requirements for revalidation.
- Ensure own practice is up to date and evidence based and demonstrate an awareness of current, relevant research.
- To further develop knowledge and skills relevant to the clinical area by undertaking appropriate training and courses of study and alternative development experiences.
- Develop nursing practices' to that of an experienced clinical practitioner with guidance from senior staff, colleagues and through the personal development review process.

### Governance and Statutory Requirements

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

### Equal Opportunities and Diversity

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

### Health and Safety & Risk Management

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

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times. All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

### Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

### Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.*

*As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and*

*associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

### **Safeguarding Children/ Vulnerable Adults**

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

### **Values & Behaviours**

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.**

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

| Person specification   |                         |                        |   |   |
|--|-------------------------|------------------------|---|---|
| Criteria   | Essential/<br>Desirable | Means of<br>assessment |   |   |
|  |                         | A                      | I | Q |
| Qualifications/training and professional development                                       |                         |                        |   |   |
| Registered Nurse with the NMC or working towards and due to qualify in the next six months | E                       | X                      |   | X |
| Degree/Diploma in Nursing or equivalent  | E                       | X                      |   | X |
| Teaching and Assessing qualification   | D                       | X                      |   | X |
| Undertaken mentorship training   | D                       | X                      |   | X |
| Experience   |                         |                        |   |   |
| Relevant experience of looking after patients in a healthcare environment.                 | E                       | X                      | X |   |
| Relevant Post-Registration clinical experience.  | E                       | X                      | X |   |
| Clinical Governance experience   | D                       | X                      | X |   |
| Risk Management experience   | D                       | X                      | X |   |
| Skills, abilities, and knowledge   |                         |                        |   |   |
| Ability to work as part of a team  | E                       | X                      | X |   |
| Confident and calm attitude with an ability to work under pressure                         | E                       | X                      | X |   |
| Ability to provide holistic nursing care   | E                       | X                      | X |   |
| Good interpersonal and communication skills  | E                       | X                      | X |   |
| Good organisational and team building skills   | E                       | X                      | X |   |
| Ability to use basic IT skills   | E                       | X                      | X |   |
| Accurate documentation with attention to detail  | E                       | X                      | X |   |
| Teaching, assessment and supervision of others   | E                       | X                      | X |   |
| Knowledge of professional issues in nursing incorporating NMC and IPAC                     | E                       | X                      | X |   |
| Aptitude   |                         |                        |   |   |
| Professional   | E                       | X                      | X |   |
| Courteous and respectful   | E                       | X                      | X |   |
| Motivated and enthusiastic showing initiative  | E                       | X                      | X |   |
| Compassionate  | E                       | X                      | X |   |
| Punctual and reliable  | E                       | X                      | X |   |
| Effective team worker  | E                       | X                      | X |   |
| Willing to work in all clinical areas  | E                       | X                      | X |   |

