

People Centred

Positive

Compassion

Excellence

JOB DESCRIPTION

Job Title:	Registered Nurse / Registered Nurse Part 2 (Enrolled Nurse)
Band:	5
DBS Disclosure:	This post is subject to an Enhanced Disclosure and Barring Service check.
Reports to:	Ward Manager (Band 7)
Accountable to:	Head Nurse/Matron
Infection Prevention and control:	The post holder must comply with all relevant policies, procedures and training on infection prevention and control

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share its commitment.

Job Purpose:

- To work as a registered nurse within a ward team within the Unscheduled Care Division.
- To prioritise and deliver nursing care and assessment as needed.
- To demonstrate high standards of care and set examples of best practise within the delivery of patient care.
- To liaise with other departments and staff to ensure that patient care is delivered.
- To ensure patients' safety, privacy and dignity is maintained at all times.
- To support the nurse in charge of the ward and liaise with other departments and professionals to ensure that the needs of the ward are met.
- Following appropriate development to take charge of the ward and oversee patient admissions and transfers and the care delivered by other staff.
- To undertake such duties as from time to time determined by the Unit Manager and/or Head Nurse.

JOB ROLE

A. MANAGING ACTIVITIES

A1. Maintain activities to meet requirements

- A1.1 Ensure all policies/protocols/standards are upheld and abide by all policies and procedures regarding implementation, monitoring, training and audit of infection prevention and control issues.
- A1.2 Maintain Health and Safety for all staff, patients, visitors and members of the multidisciplinary team following the Trust's policy.
- A1.3 The post holder must comply with all relevant policies, procedures and training on infection prevention and control.
- A1.4 Attend yearly updates for all statutory training.
- A1.5 Take charge of a clinical area unsupervised after progressing through the foundation gateway, this will be on an occasional basis. Once the post holder has gained sufficient experience and has fulfilled their competencies, they will be required to take charge of a clinical area on a regular basis.

A2. Manage activities to meet requirements

- A2.1 Report and document accidents, incidents and losses.

A3. Manage activities to meet customer requirements

- A3.1 Be accountable within the team for the planning, implementing and evaluation of patient care, maintaining agreed standards and ensuring patient satisfaction.
- A3.2 Arrange for the care of patients' valuables and other property as per Trust policy.

A4. Contribute to improvement at work

- A4.1 Take part in developments and trials of new ideas and methods within the Unit.
- A4.2 Keep abreast of clinical and nursing developments within allocated area.
- A4.3 Develop the "Scope for Professional Practice".

A5. Manage change in organisational activities

- A5.1 Highlight areas for improvement and suggest changes to Matron/Ward Manager.

B. MANAGING RESOURCES

B1. Manage the use of physical resources

- B1.1 Prioritise clinical workload.
- B1.2 Allocate clinical work according to staff ability and patient need.
- B1.3 Ensure staff are trained/experienced in the job required of them.
- B1.4 Arrange for the ordering and storage of drugs.
- B1.5 Arrange for the ordering and storage of supplies/stores.
- B1.6 Ensure the effective utilisation of stores and equipment.
- B1.7* Ensure staffing shortages are addressed and are communicated to the ward manager.

C. MANAGING PEOPLE

C1. Manage Yourself

- C1.1 Be the patients' advocate; promote, safeguard and support safety for the patient and family.
- C1.2 Participate in in-service training as required ensuring junior staff keep up to date.

C2. Develop your own resources

- C2.1 Establish and maintain good relationships with patients, visitors, colleagues and members of the multidisciplinary team to minimise conflict.
- C2.2 Develop and maintain good communication skills, e.g. ability to communicate sensitive information about patient's medical condition, acknowledging barriers to understanding.
- C2.3 Develop self to preceptor level.
- C2.4 Attend appraisal interviews annually to review job performance and professional development.
- C2.5 Maintain your PREPP requirements.

C3. Enhance your own performance

- C3.1 Be aware of changes and developments in further education.
- C3.2 Develop and improve teaching skills appropriate to work location and participate in the education and continuous assessment of learners as appropriate.
- C3.3 Develop technical skills e.g. catheterisation, suture removal, Venepuncture and canulation, I.V. drugs administration.

C4. Create effective working relationships

- C4.1 Liaise with Matron on professional issues.

C5. Develop productive working relationships

- C5.1 Exercise leadership skills.

C6. Enhance productive working relationships

- C6.1 Co-operate with all other departments, assisting with the co-ordination of their activities in relation to patient care.
- C6.2 Promote good relationships and image of the hospital both within and outside the hospital.

C7. Contribute to the development of teams and individuals

- C7.1 Ensure that the role of the named nurse is identified at ward level, e.g. fulfil and maintain the role of Team Leader for a group of patients.

C8. Develop teams and individuals to enhance performance

- C8.1 Encourage less experienced or newly qualified staff to fulfil their duties.

C9. Manage the performance of teams and individuals

- C9.1 Carry out agreed nursing duties within the ward and supervise the work of others.

C9.2 Achieve a high morale amongst the staff based on good organisation within the ward.

D. MANAGING INFORMATION

D1. Manage information for action

D1.1 Ensure privileged information is kept confidential.

D1.2 Arrange waiting list admissions, co-ordinate the transfer and discharge of patients

D2. Chair and participate in meetings

D2.1 Ensure team brief is read monthly.

D3. Promote information to support decision making

D3.1 Develop skills for the use of computer within designated area.

D3.2 Ensure all documentation is completed legibly and signed and dated.

D3.3 Comply with admission and discharge planning as per policy.

D3.4 Ensure information is passed to junior staff at regular intervals.

E. QUALITY MANAGEMENT

E1. Promote the importance and benefits of quality

E1.1 Ensure quality is assured in each aspect of their clinical practice

E1.2 Ensure that patients' requirements are met and you contribute fully to achieving the Trust Corporate goals and objects.

E1.3 Ensure that Trust standards of nursing care are adhered to, for example 'Essence of Care' and participate in evaluation of same, e.g. contribute to changes in implementation of policy and procedures.

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer are always put first.
- b) That in all things, the patient/customer requirements are met and all staff contribute fully to achieving the Trust Corporate goals and objective.

Professional

Accountable within the team for ensuring that the standard of nursing care is of a high level, quality being of prime importance. To adhere to and practice within the Nursing and Midwifery Councils Code of Professional Conduct. Ensure adherence to agreed Trust policies.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and to comply with all the requirements of the Data Protection Act while carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

3. Health and Safety

Each member of the Trust's staff is responsible for ensuring they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and that they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

4. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their post and that they must disclose the external interest if this is likely to occur or if they are in doubt about a possible conflict of interest.

5. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend all mandatory training each year. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

6. Flexibility

Job descriptions are intended to act as a flexible guide to the duties of a post and therefore will require revision in consultation with the post holder to reflect the changing requirements of every post so as to enable the Trust to achieve its Corporate goals and objectives.

7. Physical Effort

- Frequent requirement to exert moderate physical effort for several short periods during a shift when moving and transferring patients using hoists and other lifting aids.
- Regular pressure area care that requires moving and handling patients.
- Required to move patients on trolleys and in wheelchairs

8. Mental Effort

Required to concentrate when carrying out care. Work is generally predictable but occasional requirement to deal with unpredictable emergency situations.

9. Working Conditions

Frequent exposure to highly unpleasant conditions with blood and body fluids.

10. Emotional Effort

Required to concentrate when carrying out care. Work is generally predictable but occasional requirement to deal with unpredictable emergency situations.

11. Safeguarding

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Criminal Records Bureau (CRB).