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CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

## Job Description

# Band 5

# Staff Nurse

Dear Candidate,



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Bae Abertawe  
Swansea Bay University  
Health Board

We are delighted that you are interested in a position at Swansea Bay University Health Board!

Swansea Bay UHB covers a population of around 390,000 in the Neath Port Talbot and Swansea areas and we have a budget of around £1bn. The health board employs approximately 12,500 staff. It has three major hospitals providing a range of services: Morriston and Singleton in Swansea, and Neath Port Talbot Hospital in Baglan, Port Talbot.

Patient care is understandably the main priority and our team are at the heart of everything we do. We know from research that when our team are supported emotionally and professionally, and feel valued and nurtured, they are more likely to deliver the compassionate, safe, effective and person-centered care that we aspire to for our patients.

Our success is underpinned by our values:

**Caring for each other** – in every human contact, in all of our communities, and in each of our hospitals.

**Working together** – as patients, families, carers, staff, and communities, so that we always put patients first.

**Always improving** – so that we are at our best for every patient and for each other

To deliver on our mission, we need the best people to work with us, to live by our values, and help us achieve the objectives in our strategic equality plan. In return, we offer the chance to work with a strong and diverse team that pride themselves on their professionalism, patient centered care, and collaborative approach to development.

You will have the chance to make a real difference to the lives of our patients, their families, and our community as a whole.

We wish you every success in your application to join us.

Best Wishes,

Melanie Joseph,  
**Corporate Matron, Recruitment**



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## Job Description

### JOB DETAILS:

<b>Job Title</b>	Registered Nurse
<b>Pay Band</b>	Band 5
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Nursing
<b>Department</b>	Various opportunities available
<b>Base</b>	To be completed on recruitment

### ORGANISATIONAL ARRANGEMENTS

Managerially accountable to:	Ward manager/Team Leader/Nurse Manager
Reports to: Name Line Manager	Nurse in charge
Professionally Responsible to:	Head of Nursing

#### Job Purpose:

The post holder is responsible for the assessment, planning, implementation and evaluation of evidenced-based nursing care, working collaboratively and co-operatively with others to meet the needs of patients and their families.

Assist in the management and organisation of their clinical area and participating in the education, development and supervision of other staff members.

[To read more about working as a Nurse in Swansea Bay click here](#)



## Managerial / Leadership

- May be required (dependent on level of experience) to take charge of a group of patients/clients with the guidance and supervision of the person with continuing responsibility/ Nurse in charge.
- Co-ordinate the work of non-registered staff and registered staff (depending on level of experience) in the delivery of nursing care.
- Supervise non-registered members and registered staff (depending of the level of experience) of the nursing team, and participate in their education and development.
- Maintain confidentiality with sensitive information i.e. staffing, financial and patient issues.
- Record patient's property ensuring that procedures are compliant with Health Board Policies and protocols
- Participate in service development by contributing to the development of team, through unit/department meetings.
- Participate in the effective and efficient use of physical and financial resources.
- Have an awareness of own limitations and escalate to a more senior level circumstances/situations that may be detrimental to the well- being of patients or colleagues.

## Clinical

- Assess the patients nursing needs, plan, implement and evaluate nursing care in order to ensure the delivery of effective patient care.
- Ensure the principles set out in the Fundamentals of Care are incorporated into daily practice to ensure a high quality service for the patients and clients.
- Maintain patients nursing records to ensure information is accurate and up to date
- Ensure that patients and carers/relatives are involved in the planning and delivery of care.
- Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs.
- Ensure that effective communication is established and maintained with patients and carers/relatives, taking accurate message information on the phone or from seniors, relaying all environmental and patient information to the nurse in charge and remain polite and courteous at all times.
- Communicate complex and sensitive information to patients/families, including patients with special needs/learning disabilities or other barriers to communication.
- Assess patient's suitability for discharge following medical review and instigate discharge planning arrangements. Liaise with multidisciplinary teams as appropriate to assist in complex discharge planning.
- Administer medication e.g. intramuscular/subcutaneous medications, ensuring that procedures are compliant with Swansea Bay University Health Board Policy.
- Carry out procedures in relation to care of patients e.g. catheterisation, removal of sutures, aseptic technique
- Ensure that the patient is safely prepared for and escorted to/from theatre endoscopy and other investigations.

- Recognise and respond appropriately to urgent and emergency situations.
- Participate in the responsibility to maintain a clean environment and ensure all members of staff

### **Clinical Governance**

- Take a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses
- Assuming all reasonable precautions for a safe and secure environment for self and others in accordance with Health and Safety legislation reporting any areas of concern to the Nurse in Charge
- Use evidence based practice in nursing interventions by keeping self updated in line with NMC PREP requirements.
- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Promote excellence and improve standards of nursing care by being involved in audit within the clinical area e.g. infection control audits
- Participate in the monitoring of standards and quality of nursing care, through benchmarking, audit and research.
- Participate in patient and public involvement activities.
- Promote people's equality, diversity and rights.

### **Education and Development**

- With the relevant experience act as a supervisor
- Develop own skills and knowledge and contribute to development of others.
- Ensure own compliance with regard to mandatory training and PREP requirements.
- Develop own skills and knowledge as outlines in the knowledge and skills framework and personal development plan as agreed in an annual professional development review

### **Professional Accountability**

- Limiting ones actions to those which you feel competent to undertake
- Maintain active status on NMC Register.
- Act in accordance with NMC Code of Conduct and guiding documents
- Adhere to Health Board Policies and Procedures.
- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.
- Ensure that all Health Board Mandatory Training is maintained

## GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.



- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: **The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.**



## PERSON SPECIFICATION

### POST TITLE: Registered Nurse Band 5

CRITERIA	ESSENTIAL	DESIRABLE	METHOD of ASSESSMENT
<b>Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>NMC registered</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of post registration study and training, e.g.               <ul style="list-style-type: none"> <li>POVA</li> <li>Child Protection</li> <li>Intermediate Life Support if required in clinical setting</li> </ul> </li> </ul>	<b>NMC Registration Application form</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Pre-registration evidence in direct nursing care</li> <li>Experience of providing holistic nursing care</li> <li>Interest in developing nursing skills</li> </ul>	<ul style="list-style-type: none"> <li>Clear understanding of clinical governance framework</li> <li>Implement evidence based practice</li> </ul>	<b>Application form Interview</b>
<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>Clear understanding of contract of care</li> <li>Ability to document details clearly and accurately</li> <li>Clear understanding of consent process</li> <li>Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of incident reporting policy</li> <li>Awareness of Policies Knowledge of incident reporting ploicy</li> </ul>	<b>Application form Interview</b>
<b>Personal/Disposition</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively</li> <li>Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>Welsh speaker</li> </ul>	<b>References</b>