

JOB DESCRIPTION

JOB TITLE:	Workforce and Utilisation Nurse
BAND:	6
HOURS:	37.5 hrs per week
TYPE OF CONTRACT:	Fixed Term 18 months
DEPARTMENT:	Corporate Nursing
SPECIALITY / DIVISION:	Corporate
RESPONSIBLE TO:	Lead Nurse for Workforce Utilisation and Safe Staffing

JOB SUMMARY:

- To be responsible for the implementation and ongoing development of the electronic rostering system in particular the effective usage of ward nursing units.
- Be an active member of the E-rostering Project Group
- To be responsible for the development and delivery of training programmes of all staff in the use of the E-rostering System
- Support the Lead Nurse in the on-going delivery of the ward roster project, acting as Deputy in their absence
- Be responsible for producing monthly and ad hoc electronic reports on bank usage and rostering practices

MAIN DUTIES & RESPONSIBILITIES:

- To act as an expert in the electronic rostering and bank system within the Trust by demonstrating good scheduling leadership to both ward staff, ward managers and to other members of the multi-disciplinary team.
- To participate in the E-rostering transformation project in the rollout and sustainability of the system in all wards as per the project plans.
- To be responsible for developing co-ordinating, implementing and delivering the electronic rostering education programme within the Trust.
- To be responsible for the delivery of the education program and practical guidance of the rostering solution in Wards
- Maintain accurate records of training activity undertaken and delivered.
- Disseminate rostering best practice and incorporate identified educational needs into the above programmes in conjunction with the Clinical Coordinator.
- To participate in and contribute to strategic views on operational plans for addressing service IT needs in all areas across the Trust.
- To provide IT advice to both ward areas and IM & T.
- To formulate and distribute Trust reports from data relating to the use of temporary staff and rostering Practices.
- To provide management reports as requested on an ad hoc and regular basis from bank and rostering data.

OPERATIONAL:

- Provide scheduling advice and act as a role model, to raise understanding of the importance of correct staff scheduling and managing the fluidity of staffing patterns.
- To ensure that all staff have the necessary pre requisite IT skills and are appropriately trained to use the rostering and bank system.
- In conjunction with the Lead Nurse promote the ethos of effective management of change by acting on audit and other reviews to implement agreed new ways of working.
- Provide support and direction in computer skills to all staff and learners to enable the on-going delivery of computer based tools to be rolled out across the Trust
- To act as an expert resource and trouble shooter for all aspects of the electronic roster/bank system
- To communicate with all staff in an informed and effective way.
- To ensure staff are familiar with the rostering/bank system and its full capabilities.
- To identify potential risks during the implementation of the E-rostering system, taking appropriate action/advice.

EDUCATION:

- Help promote a learning environment in all ward/Department areas so staff can learn from each other in relation to the use of this system as well as other IT based systems.
- Through liaising with the Lead Nurse and Divisions, ensure that all staff receive appropriate training and are competent in the using the system appropriately.
- Be responsible for supporting all training packages relating to E-rostering
- Contribute towards the development of alternative ways of working for areas, be aware of and participate (where necessary) in research/development initiatives centred on scheduling or IT at a national level as well as within the Trust.
- Liaise and work closely with the Lead Nurse and Divisional representatives in the compilation of competency-based learning packages which will allow new staff to learn the system in a timely and effective manner. This will be both in written format and local on-line assistance tailored for the Trust staff.
- In collaboration with the Lead Nurse construct an intuitive programme which will allow both new roster managers and department managers to learn the system by an easy step by step process.

PROFESSIONAL:

- Maintain and update relevant computer based skills to enable additional use of IT to promote and develop professional excellence.
- To be responsible for developing and sustaining own knowledge, skills and professional awareness
- Develop Networks with other Trusts Utilising E-rostering in order to share good practices.
- Use experience to interpret and translate IT based solutions into the clinical areas.
- Manage own time effectively to achieve an appropriate balance between all elements of the role.
- Promote the benefits of computerisation for professional clinicians across the Trust by networking both locally and nationally.
- Contribute to the management and development of the E-Rostering project, sharing information and ideas and promoting quality delivery.

MANAGEMENT:

- Maintain accurate records of training activity undertaken and delivered.

- To work closely with the IM&T Team and Department staff to promote the benefits of IT as an essential ward based tool.
- Participate in working parties utilising IM&T both within professional forums and multi-disciplinary groups across the Trust.
- Active involvement in implementation of Trust IM & T initiatives as appropriate across the trust.
- Participate in the planning of improving information pathways and retrieval in conjunction with HR and Training departments.
- To demonstrate effective budgeting practice, manpower planning and effective use of resources.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular sets out what you as a post holder are required to follow at all times, and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

FLEXIBILITY

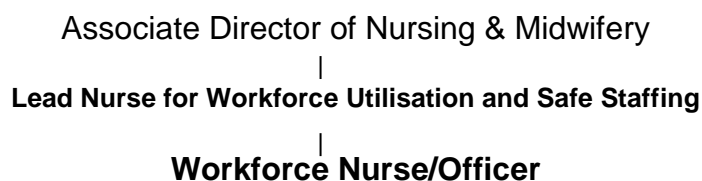
This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

[Put in here information about the size / number of staff and / or finance / budgets that the post has direct responsibility for managing. With budgets this should indicate the level of

budget-holder (Executive-level, Division / Business Unit-level, Speciality-level, Cost-centre-level). Put in any training responsibilities]

STRUCTURE CHART



ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>Evidence of commitment to continued learning and professional development</p> <p>Registered Nurse/Midwife with evidence of degree level study</p> <p>Degree level or equivalent qualification</p>	<p>Change management training</p>
Knowledge & Experience	<p>Substantial occupational experience in a related nursing role.</p> <p>management or IT discipline – or equivalent gained through work based learning</p> <p>Experience with e-rostering</p>	<p>Experienced on allocate package – H.Roster, Safe Care and employee online</p> <p>Experience in Project management</p>
Values	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<p>Strong organisational skills</p> <p>Demonstrates and experience in ability to regularly use audit and improve quality of the bank/Roster system</p> <p>Ability to work autonomously in the delivery of training</p> <p>Ability to design Teaching programmes suitable for varying levels of Staff</p> <p>Ability to analyse and present information – in a manner conducive to easy understanding</p> <p>Flexible approach – able to respond appropriately in different situations</p> <p>Demonstrates evidence of ability to educate and influence others</p> <p>Able to manage change effectively, with assistance from HR, Senior Nurse Etc. in line with Trust policy, influencing staff to make changes / improvements</p>	

	<p>Excellent interpersonal, written and verbal presentation skills</p> <p>Highly effective project and change management skills</p> <p>Problem solving skills</p> <p>Demonstrates evidence of commitment to professional development</p> <p>Ability to work unsupervised</p> <p>Ability to prioritise and manage workload and work well under pressure</p> <p>Demonstrates commitment to working as part of team</p> <p>Regularly tests planned changes, active in the change process, able to hypothesise, model and plan accordingly for changes applying any lessons learned</p> <p>Able to explain highly technical concepts to non-technical staff, able to communicate highly specialised and complex information to IT peers as needs and situations change.</p> <p>Ability to deal with face to face conflict in pressurised situations</p> <p>Able to instruct colleagues and junior staff, sharing knowledge, best practice and reinforcing policy and procedure.</p>	
Physical Skills & Effort Emotional Effort	Physical Skills - Regularly exposed to VDU'S for lengthy periods of time Able to visit ward areas to train/meet with staff Emotional effort & Key stressors Conflict - ability to deal with conflict with service users Emotional effort to quickly gain and maintain credibility Able to manage own stress and staff Work to deadlines and motivate self and team to maintain work effectiveness Resilient and maintain commitment Working on own initiative Able to deal with negative views and hostility from staff in response to change Involves risk of verbal aggression from staff under pressure	
Requirements due to Working Environment	Some flexible/ agile working required and potential off site visits	

