North Bristol NHS Trust

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Exceptional healthcare, personally delivered

Job Description

Job Details

Job Title: Registered Nurse

Grade: Band 5

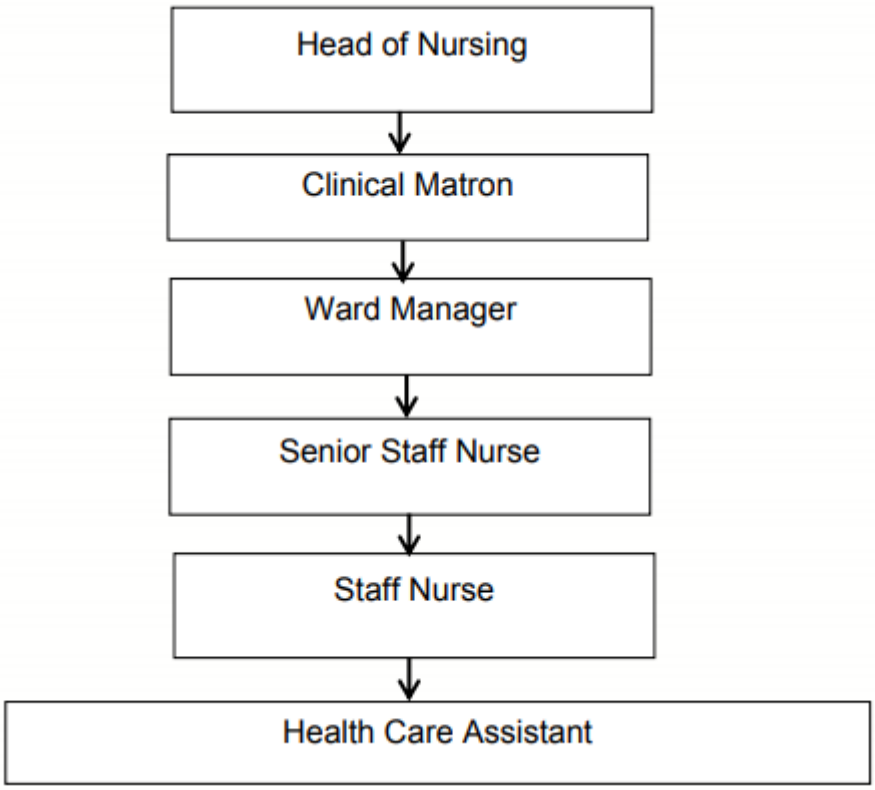
Directorate: NMSK

Location/Base: Southmead Hospital, North Bristol NHS Trust

Job Summary

- The post holder will be designated on a regular basis to take charge of the ward/department in the absence of the ward manager or senior nurse after two years in post and on an occasional basis within the first two years in post.
- The post holder will work within and lead a clinical care team.
- The post holder will take personal responsibility and accountability for ensuring that Trust and local policies and procedures are known and followed and will ensure duties are carried out in accordance with the advisory guidelines and practice set out in the NMC code of Professional conduct.
- The post holder will be responsible for assessment, planning, provision, maintenance and evaluation of patient care.
- The post holder will take responsibility for the supervision and guidance of other staff including health care assistants and students on a daily basis.
- The post holder will actively contribute to the provision of a good learning environment by taking on the role of mentor/assessor for learners eg. Student nurses and support worker roles.

Organisation Chart/Accountability



Knowledge, Training, Experience And Skills Required

- Registered nurse with current NMC licence to practice.
- Evidence of continued professional development i.e. a professional portfolio and participation in appraisal and development review.
- To have achieved a recognised teaching & assessing qualification.
- Completion of training for additional clinical skills required in the ward/department i.e. IV drug administration/cannulation & venepuncture/male catheterisation/training to monitor and change syringes for epidural & PCA syringe drivers. ECG training.
- Green card training for the use of pumps or machinery relevant to the ward or department.
- Evidence of attendance at mandatory training appropriate to the role.
- Competence in the use of computers and electronic communication systems or expectation to develop existing skills further as the needs of the service dictate.
- Evidence of an ability to critically appraise and utilise research to maintain and improve patient care.
- Sound knowledge of health promotion issues to ensure junior staff, patients and carers are provided with education, support and advice as required.

- Evidence of experience and knowledge of the importance of resource management including protocols for staff utilisation, equipment and products for clinical care

Main Duties & Responsibilities Of The Post

- Organise and participate in the delivery of high standards of evidence based nursing care.
- Take regular responsibility to carry out required planned, direct patient care to a high standard without direct supervision in accordance with established nursing procedures and policies.
- To report to the appropriate members of the multidisciplinary team any significant changes in a patient's condition or situation.
- Responsible for taking charge of the ward/department on a regular basis in the absence of the person who has continuing responsibility.
- Take personal responsibility as a team leader for the delivery of care of patients in a defined area.
- To contribute towards health promotion for all patients by providing education, support and advice, as necessary Ensure referral to appropriate professionals or agencies as required.
- Ensure the safe ordering, administration and custody of patients' medication according to Trust policies and procedures.
- In the absence of senior staff be responsible for delegation and supervision of appropriate work to other qualified staff, health care assistants and students
- Where relevant to be responsible for and assist in co-ordinating discharge planning in partnership with the multidisciplinary team
- Where relevant, responsible for the admission, assessment and preparation of patients undergoing treatment or investigations.
- Escort patients to other wards or departments as required.
- To take personal responsibility for ensuring that patients are treated with courtesy at all times, the individual needs of patients are respected and confidentiality is maintained at all times.
- Liase effectively with other disciplines or departments as appropriate.
- To be able to act in emergency situations and to be familiar with emergency procedures including fire and resuscitation. To be responsible for the support and direction of junior staff in such situations according to Trust policy.
- To be responsible for ensuring provision of a safe and therapeutic environment for all patients, relatives, visitors and colleagues.

- Ensure the readiness for use of special equipment and the availability of nursing supplies in conjunction with the senior ward nurses.
- Ensure the safe custody of patients' valuables and property according to Trust policies.
- Report to nurse in charge/line manager all complaints, incidents or accidents involving self, staff, patients, visitors and complete relevant documentation according to Trust procedure.
- Be responsible for reporting and documenting any broken or damaged equipment according to Trust policy.
- To have detailed knowledge of Manual handling regulations particularly with regards to the moving and handling of patients. To be responsible for ensuring that assessment of patients' manual handling needs are carried out and ensure junior staff and students follow these requirements in the course of care delivery.
- Ensure safe storage and disposal of substances hazardous to health in accordance with Trust policy. Ensure availability of facilities for disposal of sharps, toxic/cytoxic waste in accordance with trust policy.
- In support of senior staff or ward manager assist with monitoring and report to ensure stock levels are maintained and that the correct quantities are in supply.
- Monitor the use of supplies by junior staff to promote efficient use of all supplies.
- To be aware of the directorate bleep holding function.
- To have an awareness of the requirements for staffing the ward or department.
- Undertake aspects of ward administration as agreed by the ward /department manage.
- Report reliably any episodes of sickness for self or that are reported to you to the Registered nurse in charge to enable skill mix to be maintained.

Working Conditions / Effort

• Nursing staff may be required to work in any location owned, managed or attributed to the Trust sites depending on the demands of the service.

• Workloads may be unpredictable on a day to day basis and variations in activity should be expected

• Staff are required to walk or stand for the majority of the shift time.

• Weekend and night working may be expected as part of the role, unless otherwise agreed with relevant managers.

• Manual handling of loads and patients using the appropriate aids and assessments will be required on all shifts.

• Pushing commodes, trolleys, beds and other furniture according to manual handling policies may be required on all shifts.

• Contact with blood and bodily fluids on all shifts.

• The staff nurse may be expected to deal with distressed, violent or aggressive (verbally or physically) patients and relatives on occasion.

• The requirement to take responsibility for nursing acutely ill and vulnerable patients at times.

• Due to the nature of the workload staff will be required to concentrate at a high level often during the shift in relation to carrying out instructions/documentation/communication. This will involve the use of computer screens for short periods of time.

• The staff nurse will be required to be responsible for multiple tasks, delegation, other staff/carers and patients simultaneously frequently throughout a shift.

• Staff maybe required to act quickly and immediately in the event of emergencies or other unexpected events within the ward area.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work, which will be further strengthened through becoming a Foundation Trust.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection

which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by……..…

Authorised by……..…. Date……

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made