

Job description

Post	Bank Registered Nurse
Salary	Agenda for Change Band 5
Responsible to	Matron/Lead Nurse
Accountable to	Director of Nursing and Quality

Job summary

The role of the nurse is to provide a holistic, high quality, patient focused, comprehensive, efficient and safe service for the patients cared for at Kettering General Hospital, acting with responsibility, accountability and integrity; reporting adverse events and poor practice to the person in charge. The nurse would be expected to effectively and responsibly use resources and engage in change and service improvements.

Standards of practice at Kettering General Hospital NHS Foundation Trust (KGH) are aligned to the standards set out by the Nursing & Midwifery (NMC) Code: Standards of conduct, performance and ethics for nurses and midwives (2008). Standards of practice and care, at KGH, also encompass the Chief Nursing Officer's 6 C's campaign and concentrate the nursing agenda on Care, Compassion, Competence, Communication, Courage, and Commitment.

The post holder may be required to rotate through other wards and departments as required to support Trust business and patient care.

The post holder will act at all times in accordance with the NMC code and local standards of care and policies.

Key working relationships

Head of Nursing, Lead Nurse, Ward Matron, Ward Sisters/Charge Nurse, Health Care Assistants, Assistant Practitioners, Ward Clerk, Clinical Operations Team, Medial team and the MDT

Organisational structure

Main duties and responsibilities

- A clinical practitioner who is developing their expertise within their speciality
- An effective role model who emulates good practice and professional standards
- A motivated, dynamic practitioner who supports the ward team in striving for improvements in care and practice
- Works within own limits of competency provide a holistic package of care that meets the
- patients psychological, social and physical needs; as dictated by patient pathway and clinical condition
- Act responsibly as a team member and seeks help whenever necessary
- To implement relevant clinical assessment tools and risk assessments
- To cover clinical workload and other duties in the absence of other staff of the same or lower banding
- To be aware of safeguarding procedures, ensuring that they maintain their knowledge of
- the Mental Capacity Act Assessment, Deprivation of Liberty and Best Interests to ensure
- patients overall safety within clinical environment

Job description

- To work effectively and communicate with the multi-disciplinary team regarding patient care notifying and escalating to them any changes in patients condition or other useful information. Contribute in effective handovers of patient care between shifts, other departments and other healthcare providers
- To communicate effectively with patients and carers regarding all aspects of care, admission, preparation for procedure, care delivery post procedure, discharge, medications etc. Communication skills of persuasion, motivation and explanation will be needed. Barriers to communication may be physical, cognitive or cultural; i.e. poor hearing, altered perception, pain, or fear. This might be complex, sensitive or contentious information where empathy and reassurance is required
- To maintain confidentiality at all times in relation to patients and their treatment
- To take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires
- Maintain effective relationships within the trust by attending team and departmental meetings. Annual leave is requested in a timely manner in line with Trust policy
- Sickness/ Maternity/Paternity and Special leave is notified to the department/ line manager in accordance with Trust policy
- To complete patient documentation in a concise, accurate and timely manner in line with departmental, Trust and NMC standards
- Informed consent to treatment is obtained and documented in accordance with Trust procedures. Keep accurate and complete records consistent with legislation policies and procedures
- To ensure all patient data is kept secure at all times

Clinical and professional leadership

- At all times act as a professional role model using appropriate language to address patients and following Trust standards in care delivery
- To be responsible for the implementation of planned programmes of care required ensuring physical, social, psychological, cultural and spiritual needs are met: and be aware of patients exhibiting altered behaviours, whose condition may be intensified due to investigation/ management or environment
- To implement a plan of care which is in accordance with the patients individual care needs and the predicted date of patient discharge
- Be able to demonstrate knowledge of how to escalate concerns in practice regarding risk, e.g. a patient with delirium who is at risk of falling
- To be responsible for the implementation of the on-going evaluation of the effectiveness of planned care and ensure accurate and meaningful nursing/midwifery records are maintained as per NMC guidelines
- To present a positive image of self and of the Trust by maintaining a professional attitude at all times.
- To practice as a 'competent' team leader and supervise other staff as delegated

Education and practice development

- To support the education of patients, carers and junior members of staff including students ensuring that any education and training delivered is evidence based and done so within the bounds of their role, responsibility and knowledge
- Act as a mentor post mentorship training for pre-registration and post-registration

students, working closely with the Learning Environment Lead to ensure student needs are met

- Support the development of Healthcare workers and Assistant Practitioners ensuring knowledge around the accountability and responsibility of delegating to this staff group
- Work with the team to ensure there is an effective learning environment on the ward/unit at all times
- To identify a Personal Development Plan through annual appraisal/ performance reviews and maintain a professional portfolio in line with PREP requirements from the NMC
- To develop appropriate clinical skills and competencies in line with job description and local requirement's within the trust policy

Improving Quality

- To adhere to and maintain standards of practice in line with the 'I Will' campaign
- Demonstrates a good understanding of and role models best practice standards
- To participate in service improvement by contributing ideas for improvement to existing work procedures
- Demonstrates an understanding of the information displayed on the ward/unit boards
- Actively participate in Practice Improvement Facilitator roles
- Engage with Healthwatch and feedback to ward/unit managers/matrons
- Completing of Incident forms as necessary in line with trust policy
- To maintain standards of cleanliness and hygiene, in line with standards for Saving Lives within the clinical environment minimising the risk of cross infection
- Support team openness so that an evidence-based approach is utilised and applied to nursing and midwifery care
- To support a questioning culture within nursing and midwifery teams
- Responsible for cost effective use of resources and engagement in service improvement change

Management

- As role develops undertake shift management, coordinating allocation of patients and supporting and managing staff in accordance with the nurse in charge competency
- To identify and report health and safety issues appropriately
- Demonstrate ability to manage conflict effectively
- Defective equipment is reported and made safe without delay in accordance to Trust procedures
- To input 'real time' accurate data onto IT systems including for admission, discharge and transfer or assuring delegation of this responsibility as required
- Act independently in maintaining a clean and safe ward/ department environment, ensuring equipment and resources are stored away appropriately and defaults are reported/actioned immediately

Training and Education

Each individual is required to take responsibility for ensuring that their mandatory training remains current for the benefit of themselves, patients and the organisation

To be completed prior to commencing in clinical areas

Trust Induction

To be completed in first 2 months of employment

Local Induction

Data Protection and IT access

Manual Handling

Immediate Life Support (as required by role)

Safeguarding Adults/Children Level 2/3

Mental Capacity Act training

Dementia training, as specific to role

Preceptorship programme for newly qualified

Extended Trust Induction

Annual Update Training

Fire Safety

Infection Prevention and Control

Basic Life Support or Intermediate Life Support
(as required locally)

Health and Safety, including Risk Management

Information Governance

To be completed in first 2 months and then 2 yearly

Manual Handling

Transfusion competencies

Medicines Management

To be completed in first 3 months, if required and annually thereafter

Level 3 Safeguarding Children

To be completed in first 2-6 months of employment and then every 3 years

Conflict Resolution

Mental Capacity Act Training

Safeguarding Adults/Children

Equality, Dignity and Respect

Venous Thromboembolism

Embolism

In line with study leave procedure education identified as “essential” will be supported as and when deemed appropriate by the area Manager

Title of Training Projected Timescale for Attainment On the Job, internal, external

Level of support, funding and /or time

Evidence of Attainment of Mentorship preparation 12-30 months External 3 days onsite or at HEI

Gain academic award Clinical academic programme appropriate to clinical area eg Acutely ill patient (see local competencies) 18 months+ External As per course requirements

Gain academic award Leadership course (see East Midlands Leadership Academy) 2 years+ External or Internal On line facilities

Use of IT systems appropriate to area of practice 1-6 months with ongoing updates as required

Internal As directed Competency Development of local competencies, as appropriate Within stated time frame

Internal/External or On the Job As directed Competency workbooks

- Care of deteriorating patient

- Patient handover – SBAR

Contact details

Recruitment Services

Kettering General Hospital NHS Foundation Trust,

Rothwell Road, Kettering, NN16 8UZ

advertising.recruitment@kgh.nhs.uk

Document details

Page 4 of 8

December 2017

\\f-store1\userdata\group1\andrewste\Desktop\JD

Template.docx

- Aseptic technique including wound care
- Reporting of incidents and adverse event
- 1-3 months 1 month Datix training
- Nurse in Charge Performance Indicator Profile
- 12 months + 1 month + (as appropriate)
- Completion of the Performance Indicator Profile for Nurse in Charge
- Assisting in the investigation of an incident, Root Cause Analysis (RCA) reports
- 12 months + 3 months + Experience the investigation of an "incident" to understand how to report effectively
- Assisting to complete an RCA
- Complete RCA training
- Reflection / feedback in portfolio
- Incident investigation 18 months + 3 months (dependant on previous experience)
- Lead incident investigation, RCA report author
- Reflection / feedback in portfolio
- Positive role modelling and clinical supervisor of junior staff and support workers
- 18 months + 3 months + Feedback from supervisor, peers, students, support workers and reflective practice Portfolio
- Positive role model and preceptor for qualified staff 2 years + 6-18 months Local training, reflective practice and feedback Portfolio
- Develop Appraiser skills 2 years + 6-18 months Local training, reflective practice and feedback

Personal Development Plan – Supervision

You will be allocated a registered practitioner as your supervisor. You will be expected to meet with your supervisor for 1 hour three times a year. This meeting should be documented, signed by both and retained in your portfolio, this is your responsibility. Please refer to the Supervisory Framework for Registered Nurses or midwives at KGH.

Personal Development Plan – Portfolio

To maintain a Portfolio of evidence regarding competencies attained, skills achieved, self assessment, feedback from others and reflective practice that will be appraised bi-annually by supervisor/manager and will help ascertain your continuing personal development requirements.

Statutory and miscellaneous

- Take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires. (all registered staff)
- This post involves access to children and/or vulnerable adults as defined by the Criminal Records Bureau. It will therefore be necessary to apply to the CRB for a Disclosure Check. This post requires a satisfactory Disclosure check of the post holder.
- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.

- Attend the Trust statutory refresher courses as necessary
- This post is subject to the terms and conditions of employment of Kettering General Hospital NHS Foundation Trust.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.
- The trust requires all roles requiring DBS check, to have a satisfactory DBS recheck every three years
- The trust requires require all new starters to subscribe to the DBS update service where it is a requirement of the role.
- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary
- This post is subject to the terms and conditions of employment of Kettering General Hospital NHS Foundation Trust.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.

Confidentiality, Data protection and data quality

It is a requirement of employment within Kettering General Hospital NHS Foundation Trust that all staff must comply with the obligation of confidentiality to personal identifiable information. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to uphold the principles of the Act, adhere to Trust policies and to maintain strict confidentiality at all times.

Under the fourth principle of the Data Protection Act (1998), all data collection staff have a responsibility to ensure that personal data is accurate. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and integrity in the recording of the Trust's data.

Safeguarding Children & Vulnerable Adults

KGH is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

Our story

Our Vision

To provide safe, high quality



to our communities.

Our Aim

We believe that the highest quality of care is achieved by working together and demonstrating that we CARE in everything we do.

Our Communities

As a local hospital, we see ourselves as invested for the long term, friendly and personal. We consider our patients, our staff, our stakeholders and partners to be part of the KGH family and we want everyone who interacts with us to be able to see and feel that KGH CAREs about them.

Our Personality

As a hospital we are warm, knowledgeable, kind and welcoming.

Our Values

We are:



Compassionate - means we take the time to be empathetic and open: treating each other and our patients as individuals that matter



Accountable - means taking responsibility and ownership, individually and collectively, for our decisions and actions



Respectful - means we value the experience and contribution of others: respecting others' thoughts, feelings, beliefs and behaviours



Engaging - means asking for and listening to the opinions of others and facilitating an open environment for dialogue

in all we do.

Our Promise

- Always working together
- Always there for you
- Always caring for you
- Always improving
- Always having the courage to do the right thing

Benefit to patients

- I am treated as a person with compassion and competence
- I am heard and communicated with
- Everyone is committed and involves me in my care
- I am kept safe, comfortable and my environment is tidy
- My care is seamless

This makes us confident to be able to say: "I CARE and We will CARE, together"