

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Registered Nurse
<b>Band:</b>	Band 5
<b>Location:</b>	Norfolk and Norwich University Hospitals
<b>Department:</b>	Nurse Bank
<b>Professionally Accountable to:</b>	Ward / Department Sister/ Charge Nurse on Assignment
<b>Managerially Accountable to:</b>	Service Manager/ Operational Manager/Assistant Director of Nursing

### **Job Purpose:**

To work with all members of the Ward/Department clinical team within the multi-disciplinary framework and maintain a high standard of patient care under the direction of the Ward/Department Sister/Charge Nurse.

To act as a leader in the clinical area, in the absence of a more senior member of staff. To work in accordance with the principles laid down by the Nursing/Midwifery professional bodies and Trust Policies.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

### **Overview of Essential Responsibilities:**

#### **CLINICAL**

1. Ensure practice is in accordance with the NMC Code of Professional Conduct and work within limits of competence.
2. To have successfully completed the Trust's preceptorship programme
3. Maintain a high standard of nursing care applying evidence-based practice.
4. Carry out assessment, planning, delivery and evaluation of nursing care without supervision.
5. Carry out the daily personal care of patients.
6. Maintain accurate records of all care given.
7. Update patient administration systems e.g. PAS to ensure real time data

collection and confidentiality.

8. To effectively use information technology for the benefit of patient care in accordance with the Trust's Cyber Code of Conduct.
9. To maintain confidentiality of information (written, verbal, electronic), whilst being aware of the Freedom for Information Act.
10. To promptly and effectively communicate relevant changes in patient status to the multi-disciplinary team.
11. Communicate effectively with patients, relatives, carers, significant others, the multi-disciplinary team and support services.
12. Communicate with patients, clients and relatives on emotional and sensitive issues.
13. To ensure the safe custody, supply and administration of drugs and therapeutic substances in accordance with Trust policy.
14. To participate in clinical audit or reviews of patient care, as required.
15. To participate in benchmarking activity in the clinical area.
16. To promote health education to patients, carers and significant others.
17. To act as the patient's advocate.
18. To promptly deal with equipment failure in accordance with Trust procedure.
19. To demonstrate competency and teach others in the safe and effective use of equipment in the clinical area.
20. To ensure Trust policies are adhered to by all staff and report as necessary.
21. To be competent in managing emergency situations including directing other members of the team.
22. To be competent in clinical skills including enhanced practice relevant to the clinical area.
23. To safeguard the health and welfare of patients, visitors and staff in all circumstances. Including management of situations of violence or aggression.
24. Liaise with the PALS service on patient care issues.
25. To comply with the complaints procedure of the Trust in respect of own area.
26. Promptly report all incidents or accidents involving patients, visitors or staff and take appropriate action according to Trust Policy.
27. Ensure the safekeeping of patients' property and valuables.

28. Contribute to the philosophy and continuous development of the clinical area.

### **MANAGEMENT AND LEADERSHIP**

1. To manage the ward/ department environment and staffing in the absence of a senior member of staff.
2. To take responsibility for bed management in the absence of a more senior member of staff.
3. Effectively assess and delegate workload according to staff competencies in order to meet patient needs.
4. To assist in leading and monitoring the performance and work of the nursing team and support workers.
5. To act as a professional role model and provide leadership to junior members of staff.
6. To support and direct the voluntary workforce in the clinical area.
7. Actively participate in meetings related to own clinical area.
8. To participate in the appraisal process for junior staff as directed by the Ward/ Department Sister / Charge Nurse.
9. Assist in the planning of the off duty rota.

### **EDUCATIONAL RESPONSIBILITIES**

1. To complete the mentorship preparation programme, act as a mentor and provide supervision to junior staff and other learners.
2. To provide induction for new staff.
3. Teach and assess registered and non-registered staff.

### **PROFESSIONAL DEVELOPMENT**

1. Maintain Continuous Professional Development in line with Trust Policy, the Knowledge and Skills Framework and professional bodies.
2. Ensure own practice is up to date and evidence based and demonstrate an awareness of current, relevant research.
3. To further develop knowledge and skills relevant to the clinical area by undertaking appropriate training and courses of study.
4. To develop practice to that of an experienced clinical practitioner with guidance from senior staff, colleagues and through the personal development review process.

### **Line Management/Financial Management Responsibilities:**

## **Specific Additional Responsibilities:**

### **Appendix to the Band Five Registered Nurse Job Description for the Preceptorship Period**

#### **Purpose:**

**It is recognised that the newly qualified Nurse has a different level of responsibility than a Nurse at the top of band five. Therefore this appendix has been developed to reflect the role of a newly qualified Nurse, an adaptation Nurse or a Nurse returning to practice.**

#### **Clinical Responsibilities:**

1. To successfully complete the Trust preceptorship programme within the first six months of qualification.
2. To develop competence in assessment, planning, implementation and evaluation of care under the direction of a more senior member of staff.
3. To observe methods of clinical audit and participate where appropriate under supervision.
4. Participate in emergency situations, and observe experienced nurses in order to further develop management skills in this area.

#### **Managerial Responsibilities:**

1. Observe experienced Nurses and begin to develop management skills in.
  - Staff absence and shortage
  - Bed management
  - Workload delegation
  - Performance monitoring of unregistered staff within the sphere of responsibility.
  - Complaints management
  - Difficult situations
2. Assist in induction of new staff.
3. To continue to develop communication skills in order to deal with more complex situations.

#### **Educational Responsibilities:**

1. Develop basic mentoring skills by;

- Supporting learners when mentor not available
- Observing experienced mentors
- Supervising unregistered staff
- Passing on skills to learners.

**Professional Responsibilities:**

1. To consolidate knowledge gained during training/adaptation in relation to clinical skills and to further develop skills relevant to the clinical area.
2. To develop a deeper understanding of accountability and professional issues; and to recognise own limitations in practice.
3. Gain deeper knowledge and understanding of the clinical speciality as part of professional development, and to become more independent as a practitioner.
4. To gain insight into service and practice development in the clinical area by participating in ward meetings/other forums.

<b>Functional Requirements</b>			
Direct face to face patient contact	Choose an item.	Blood/body fluid exposure	Choose an item.
Exposure prone procedures (EPP)	Choose an item.	Prevention and management of aggression	Choose an item.
Manual handling	Choose an item.	Crouching/stooping or kneeling	Choose an item.
Night working/shift work	Choose an item.	Frequent hand washing/wearing gloves	Choose an item.
VDU user	Choose an item.	Chemical sensitisers	Choose an item.
Driving patients	Choose an item.	Noise	Choose an item.
Other (please state)	Choose an item.		

**Job Specification:**

	<b>Means of Assessment</b>	
	<b>Essential/Desirable</b>	<b>Application Form /Interview/Test/Ref</b>
<b>Qualifications/training and professional development</b>		
Registered Nurse on the appropriate part of the NMC Register	E	A/I
Within two years of registration, aim to complete the Mentorship preparation	E	A/I

programme		
Achievement of indicators in KSF outline (subset 1 year, full 5 years)	E	A/I
Post registration qualification relevant to the clinical area	D	A
Working towards a health related degree	D	A/I
A1 Vocational Assessor's Qualification or equivalent e.g. D32 / D33	D	A/I
Evidence of Continuing Professional Development and maintenance of a Personal, Professional Profile	E	A/I
Continual update of KSF evidence portfolio	E	A/I
Willingness to further develop knowledge and skills	E	I
Willingness to act as a Link Nurse for the Ward / Department	E	I
Willingness to develop IT and computer skills appropriate to the role	E	I
<b>Experience</b>		
Recent experience of nursing in an acute hospital environment	D	A
Knowledge/experience of relevant speciality	D	A/I
Experience of managing / leading a team and co-ordinating workload	D	A/I
Experience of mentoring, supervision, teaching and assessment	D	A/I
<b>Skills, abilities and knowledge</b>		
Excellent communication and interpersonal skills	E	I/R
Ability to maintain high standards of care	E	I/R

Competency in clinical skills including enhanced practice relevant to the level of experience and clinical area	E	A/I
Time management skills	E	I/R
Evidence of participation in clinical audit /patient review	D	I
<b>Attitude, aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	A/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.