



CAJE REFERENCE **HD2020/0192**

DATE APPROVED **21/09/2020**

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## **JOB DESCRIPTION**

(Core job description)

### **JOB DETAILS**

**Job Title:** Registered Nurse

**Pay Band** 5

**Directorate:**

**Department:**

### **ORGANISATIONAL ARRANGEMENTS**

**Managerially Accountable to:** Senior Sister / Charge Nurse

**Reports to:** Senior Sister / Charge Nurse

**Professionally Responsible to:** Head of Nursing for the Service

**Responsible For:** Registered Nurses and Health Care Support Workers (Band 2, 3 and 4).

**Organisation chart:**

### **JOB SUMMARY / 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.

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

Work alongside the nursing team members, providing support to junior colleagues in the provision of direct care.

Demonstrate the Health Board's values in everything that you do in the work environment.

## **Main Duties and Responsibilities**

Assess the patients nursing needs, plans, implements and evaluates nursing care in order to ensure the delivery of effective patient care

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.

Works in collaboration with multi-disciplinary teams ensuring excellent communication, especially in relation to discharge planning.

Carries out procedures in relation to care of patients e.g. catheterisation, removal of sutures, aseptic technique

Ensure that the patient is safely prepared for investigations and escorted to/from theatre.

Recognises and responds appropriately to urgent and emergency situations.

Ensure the principles set out in the Fundamentals of Care are incorporated into daily practice to ensure a high quality service for service users.

Ensure that patients and carers/relatives are involved in the planning and delivery of care, acknowledging person beliefs, identity and preferences of service users.

Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs.

Registered with the NMC to enable them to practice within their profession and acts in accordance with the NMC's Code of Conduct.

Has freedom to act and works within established parameters, managing work rather than being supervised. Required to act independently within the health board and professional guidelines, referring to supervisory management as appropriate. This will include responsibility for the management of the ward / department and its resources in the absence of the ward sister or deputy. The post holder will be responsible for ensuring that all resources within the area are used to an optimum effect.

Maintains up to date skills and knowledge and awareness of professional issues.

Ensures that all health board mandatory training is up to date and maintained

Adheres to health board policies, written guidelines and procedures.

## **Service Management**

May be required (dependent on level of experience) to take charge of a group of service users with the guidance and supervision of the nurse in charge.

Co-ordinate and delegate the work of non-registered staff and registered staff (depending on level of experience) in the delivery of nursing care. Ensure staff working within the clinical area are aware of their responsibilities within the health board's policies.

Supervise non-registered members and registered staff of the nursing team and participate in their education and development.

Maintain confidentiality with information and data i.e. staffing, financial and patient issues in accordance with health board policies.

Record patients property ensuring that procedures are compliant with health board policies

Participate in service development by contributing to the development of team, through departmental meetings.

Support the ward sister / deputy when skills mix reviews are being undertaken.

Participate in the recruitment and selection process, reviewing job descriptions where appropriate.

Participate in the effective and efficient use of physical and financial resources.

Has an awareness of own limitations and will escalate to more senior level of staff circumstances/situations that may be detrimental to the wellbeing of service users or colleagues.

### **Service and Quality Improvement**

Takes a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses

Ensures all reasonable precautions are in place 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

Ensure that staff working within the Clinical area are aware of their responsibilities in accordance with health board policies. Ensure compliance with health board's policies, procedures and clinical guidelines for self and others.

Participates in the health board's induction programme at local and departmental level.

Following health board's statutory procedures in safe storage of information and confidentiality.

Use evidence based practice in nursing interventions by keeping self-updated in line with NMC requirements.

Participate in the monitoring of standards and quality of nursing care, through benchmarking, audit and research.

Participate in the responsibility to maintain a clean environment and ensure all members of staff follow cleaning responsibilities.

Participate in audit and research, interpretation and analysis of findings and their application to practice, promoting excellence and improvement in standards of nursing care

### **Communications**

Ensure that effective communication is established and maintained with patients and service users, taking accurate messages, relaying all environmental and patient information to the nurse in charge and remain polite and courteous at all times.

Communicates complex and sensitive information to service users, including patients with special needs/learning disabilities or other barriers to communication. This will involve persuasive, motivational, negotiating, empathic and reassurance skills recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.

Utilise and demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment. Communicates and support service users who are receiving “bad news”.

Acts as an advocate when representing patients and colleagues viewpoints to others

### **Finance and Resources**

Is responsible for ensuring the care and safe use of any equipment.

Reports any equipment faults/hazards encountered to the appropriate department, ensuring a safe working environment is maintained.

Responsible for maintaining stocks levels generating non stock requisitions for stores.

### **Personal and People Development and People Management**

Act as mentor / preceptor for new members of staff / students.

### **Information Processing**

Provide accurate, current comprehensive and concise records concerning the condition of the patient, in accordance with the Nursing and Midwifery Council (NMC) standards for record and record keeping and in accordance with health board policy.

Be required to access computerised and written information which informs care e.g. nursing action plans, observation / fluid balance charts, risk assessments, screening tools and investigations results

### **Health, Safety and Security**

Act within legislation, policies and procedures relating to information governance.

Attend statutory/mandatory training.

Responsibility for ensuring the Health & Safety policies and procedures are implemented in their designated area of responsibility.

Ensures compliance with the legislation, policies and procedures carrying out Health & Safety Inspections, identifying risks, formulating action plans and implementing risk control measures.

### **Quality**

Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

### **Equality and Diversity**

Recognise the importance of people's rights and maintain own knowledge base to ensure that all actions are in accordance with legislation, policies and procedures.

Promote and support the rights, responsibilities and diversity of patients and their families/carers and relate with kindness and empathy to all concerned.

Respect the privacy, dignity, needs, beliefs, choices and preferences of patients and carers, supporting the development of the care environment to be able to appropriately respond quickly and discretely to those with particular needs/protected characteristics

Identify and take action by raising concerns when own or others behavior undermines equality and diversity.

Ensure current knowledge base is maintained in relation to potential need to access spiritual/multi-cultural faith support for patients/carers/staff

Act as a patient advocate at all times

### **Effort and Environmental**

Push patient trolleys/beds/chairs. Use of hoist to support patient including steady hoist.

IT need for patient information inputting/checking results e.g. WPAS and forward management e.g. e-rostering, oracle.

Periods of intense concentration needed for carrying out some clinical interventions. Calculate drug dosages. Responds to the needs of acute ill patients.

Have to give unwelcome news to patients/families/carers and deal with bereaved families.

Provide emotional support to patients, families and staff in distressing and emotional situations.

Direct contact with uncontained body fluids, foul linen, fleas, lice and noxious fumes.

May be exposed to sudden violent threatening behaviours by patients, relatives, carers and/or public especially in emotive situations.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	Current NMC registration	Degree in Nursing  Evidence of post registration study and training, e.g.  POVA  Child Protection  Intermediate Life Support if required in clinical setting	NMC Registration Certificate  Portfolio  Application form
<b>Experience</b>	Pre-registration evidence in direct nursing care  Experience of providing holistic nursing care  Interest in developing nursing skills	Clear understanding of clinical governance framework  Implement evidence based practice	Application form and interview
<b>Language Abilities</b>		Welsh Speaker (Level 1)  <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application form and Interview
<b>Aptitude and Abilities</b>	Clear understanding of contract of care  Ability to document details clearly and accurately  Clear understanding of consent process	Knowledge of incident reporting policy  Awareness of Policies	Interview

	<p>Basic IT skills</p> <p>Ability to communicate effectively</p> <p>Ability to work under pressure</p>		
<b>Values</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		
<b>Other</b>	<p>Commitment to working a shift pattern which is complementary to rest of leadership team within Ward, with aim of providing maximum visibility of nursing leadership team across 7 days of week. Details to be agreed with nursing management team on appointment.</p>		

### **Level 1 Welsh**

*(please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

**\*\* For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

**\*\* For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

**\*\* For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.



## **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

## **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

## **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

## **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

## **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. 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.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.