# JOB DESCRIPTION

## JOB DETAILS:

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| Job Title: | Registered Nurse |
| Band: | 5 |
| Directorate: | Clinical Support & Cancer Services |
| Department: | Radiology Department |
| Base: | Musgrove Park Hospital |
| Responsible for: |  |
| Responsible to: | Radiology Lead Nurse |

## Job Purpose:

**To provide and maintain high standard of Nursing care working in the Interventional Suite of the Radiology Department. To work as part of a team with the Radiologists and Radiographers and Health care assistants. To assist in procedures as a scrub nurse, monitor them during procedures, support patients both physically and psychologically before during and after their procedures. Administer to and monitor patients having conscious sedation for complex radiological procedures. You will liaise with other members in the department and hospital.**

**Date of Job Description: November 2023**

## Duties and Responsibilities

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| **Communication and Key Working Relationships** |
| * Pre-assessment of planned admissions and instigate agreed protocols and care pathways. * Effective skills required for communicating with, reassuring and gaining co-operation of patients in circumstances where they may be worried, distressed, confused, or have learning or language difficulties. * Liaise with other members of the team, wards and departments giving clear and accurate information to ensure planned care is provided e.g. referring teams and ward nurses. * Communicate with colleagues at all levels in the department to assist with the efficient control of workflow patterns. This includes clerical, nursing, ancillary, radiographers and consultants. * Communicate with colleagues at all levels on other wards and departments. * Communicate daily with patients, relatives and carers giving clinical advice on complex issues regarding preparation prior to radiological procedures and the aftercare when necessary. * Acting with prescribed policies and protocols of the Trust and commenting on any changes proposed. |
| **Planning and Organisation** |
| * To contribute and cooperate with any service improvements or developments. * Plan and organise work effectively. * Contribute to the smooth running of the clinical area. |
| **Analytics** |
| * To make appropriate decisions when dealing with patient and staff enquires. * Resolve any issues by discussing with the IR team. |
| **Responsibility for Patient / Client Care, Treatment & Therapy** |
| * Pre-assessment of patients for interventional procedures, giving advice and determining the nature of any medical conditions which may contra-indicate the procedure, this may include pre-assessment in clinic. * Contribute to assessing implementing and developing programmes of care, which promote a quality radiology nursing service. * Administration of sedation and care of the conscious-sedated patient. * Knowledge of allergic reactions to contrast media and early detection and treatment including resuscitation skills. * Early detection of critically ill patients. |
| **Policy, Service, Research & Development Responsibility** |
| * Mandatory training according to Trust Policy. * Continuing Professional Development. * Work within guidelines and sphere of professional practice. * Regularly reflects on practice. * Participate in ensuring quality standards set are met through initiation and or participation in audit and research. * Contribute and participate in all aspects of control of infection and health and safety audits as per Trust policy. * Contribute and participate in all aspects of Essence of Care. * Contribute in ensuring that department-based patient equipment is maintained and regularly serviced in accordance with the Trust Medical Devices Policy. * Participate in departmental Research and Development including Audit to maintain evidence based practice. * Comply with current radiation safety policies (IRMER), COSHH and Health and Safety Policies. Have knowledge of radiation in accordance with Local Rules. * Safe disposal of contaminated materials and sharps according to Health & Safety guidelines |
| **Responsibility for Finance, Equipment & Other Resources** |
| * Responsible for the safe usage of specialist medical equipment (no budgetary responsibilities). * Participate in the maintenance of stock level of general and specialist radiology equipment. * Update of new equipment by company representatives. * Participate in promoting department culture that supports multidisciplinary working. * Daily responsibility for the safe and timely transfer/discharge of patients. |
| **Responsibility for Supervision, Leadership & Management** |
| * Act as a mentor for newly appointed staff nurses and support them during the process of attaining skills in Radiology Nursing. * Support and supervise Health Care Assistants as required.   Provide clinical supervision to students and other disciplines when working in the department. |
| **Information Resources & Administrative Duties** |
| * Use the Trust computer systems and respond to emails * Utilise computer systems to check patient’s blood results, hospital appointments and check   patient details.   * Daily use of VDU equipment e.g. to access pathology results and check appointments averaging up to 10 minutes at a time. |
| **Any Other Specific Tasks Required** |
| * Work as part of the multidisciplinary interventional radiology team * Participate in on call once competent and confident. * Work within the SoPs specific to IR. * Work flexibly and can be asked to work anywhere within the Trust. * Be able to wear a lead coat sometimes for prolonged procedures. |

## Review of this Job Description

## This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## General Information

## At all times promote and maintain the safety of children by working according the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## Confidentiality

## The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## Equality & Diversity

## Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## Safeguarding

## All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust’s procedure for raising concerns about the welfare of anyone with whom they have contact.

## Risk Management / Health and Safety

## Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

## Records Management

## The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## Clinical Governance

## The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## Prevention and Control of Healthcare Associated Infection

## The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## Smoking

## The Trust operates a ‘non-smoking’ policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## Policies & Procedures

## Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## Sustainability Clause

## Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## Person Specification

**This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).**

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| **Requirement** | **Essential / Desirable** | **How Assessed** |
| **QUALIFICATIONS & TRAINING**   * RN/ODP * Current NMC Registration/ * Teaching Qualification | **E**  **E**  **D** | **Application form/CV.**  **Interview**  **Portfolio**  **references** |
| **KNOWLEDGE**   * Experience in management of Medical and Surgical patients * Able to undertake the higher level clinical skills required for this specialist area. | **E**  **E** | **Interview**  **Portfolio**  **references** |
| **EXPERIENCE**   * Experience in the nursing management of medical and surgical patients. * Evidence of personal development motivation and supportiveness. * Experience in Mentoring | **E**  **E**  **E** | **Application form/CV.**  **Interview**  **Portfolio**  **references** |
| **SKILLS & ABILITIES**   * Good communication and interpersonal skills both written and verbal. * Ability to lead and work effectively as part of the MDT. * Respond to change | **E**  **E**  **E** | **Application form/CV.**  **Interview**  **Portfolio**  **references** |
| **COMMUNICATION SKILLS**   * Evidence of a good standard of Literacy / English language skills | **E** | **Application form/CV.**  **Interview**  **Portfolio**  **references** |
| **PLANNING & ORGANISING SKILLS**   * Planning workload effectively in area you are allocated to. * Keep Co-ordinator informed of any changes/issues. * Personal responsibility to keep up to date with mandatory training. | **E**  **E**  **E** | **Interview**  **scenarios** |
| **PHYSICAL SKILLS**   * Ability to wear a lead coat * Walking required to escort patients to wards * UK driving licence with ability and willingness to travel as required | **E**  **E**  **E** | **Interview** |
| **OTHER**   * Undertake on call commitment pro rata * Willingness to use technology to improve standards of care and support to our patients | **E**  **E** | **interview** |
| **SUPPORTING BEHAVIOURS**  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:   * Kindness * Respect * Teamwork | | |

## SUPPLIMENTARY INFORMATION

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| **Physical Effort** | **Yes** | **No** | **If yes – Specify details here - including duration and frequency** |
| Working in uncomfortable / unpleasant physical conditions | Y |  | Radiation PPE.  Prolonged procedures |
| Working in physically cramped conditions |  | N |  |
| Lifting weights, equipment or patients with mechanical aids | Y |  | Pharmacy stock  Moving and handling patients/beds. |
| Lifting or weights / equipment without mechanical aids |  | N |  |
| Moving patients without mechanical aids |  | N |  |
| Making repetitive movements | Y |  | Manual pressing |
| Climbing or crawling |  | N |  |
| Manipulating objects |  | N |  |
| Manual digging |  | N |  |
| Running |  | N |  |
| Standing / sitting with limited scope for movements for long periods of time |  | N |  |
| Kneeling, crouching, twisting, bending or stretching |  | N |  |
| Standing / walking for substantial periods of time | Y |  | Prolonged procedures that can be complex. |
| Heavy duty cleaning |  | N |  |
| Pushing / pulling trolleys or similar | Y |  |  |
| Working at heights |  | N |  |
| Restraint ie: jobs requiring training / certification in physical interventions |  | N |  |
| **Mental Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Interruptions and the requirement to change from one task to another ( give examples) | Y |  | Due to dynamic nature of interventional radiology. It is part of the environment worked in. |
| Carry out formal student / trainee assessments |  | N | Not currently |
| Carry out clinical / social care interventions |  | N |  |
| Analyse statistics |  | N |  |
| Operate equipment / machinery | Y |  | Medical equipment can be daily |
| Give evidence in a court / tribunal / formal hearings |  | N |  |
| Attend meetings (describe role) | Y |  | Staff meetings, appraisals, rtw following sickness, trust meetings. |
| Carry out screening tests / microscope work |  | N |  |
| Prepare detailed reports |  | N |  |
| Check documents | Y |  | Nursing and medical notes |
| Drive a vehicle |  | N |  |
| Carry out calculations | Y |  | Medication doses |
| Carry out clinical diagnosis |  | N |  |
| Carry out non-clinical fault finding |  | N |  |
| **Emotional Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Processing (eg: typing / transmitting) news of highly distressing events |  | N |  |
| Giving unwelcome news to patients / clients / carers / staff |  | N |  |
| Caring for the terminally ill | Y |  | Involvement with patients undergoing palliative procedures |
| Dealing with difficult situations / circumstances | Y |  | The conditions patients have. |
| Designated to provide emotional support to front line staff |  | N |  |
| Communicating life changing events |  | N |  |
| Dealing with people with challenging behaviour | Y |  | At times |
| Arriving at the scene of a serious incident | Y |  | Potential in dept. |
| **Working conditions – does this post involve working in any of the following:** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Inclement weather |  | N |  |
| Excessive temperatures |  | N |  |
| Unpleasant smells or odours |  | N |  |
| Noxious fumes |  | N |  |
| Excessive noise &/or vibration |  | N |  |
| Use of VDU more or less continuously |  | N |  |
| Unpleasant substances / non household waste | Y |  | Cleaning chemicals and ionising radiation |
| Infectious Material / Foul linen | Y |  | Occasionally |
| Body fluids, faeces, vomit | Y |  | Body fluids due to nature of work |
| Dust / Dirt |  | N |  |
| Humidity |  | N |  |
| Contaminated equipment or work areas | Y |  | Depends on procedures and patient status |
| Driving / being driven in **Normal** situations |  | N |  |
| Driving / being driven in **Emergency** situations |  | N |  |
| Fleas or Lice |  | N |  |
| Exposure to dangerous chemicals / substances in / not in containers | Y |  | Cleaning fluid daily but fo short periods of time |
| Exposure to Aggressive Verbal behaviour | Y |  | Occasionally |
| Exposure to Aggressive Physical behaviour |  | N |  |



**Department Core Purpose**

**The Radiology Department provides services for the population of Somerset, North Devon and surrounding areas. It is a busy department which has expanded recently and is continuing to develop and invest in their current and for their future staff.**

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

**Job Profile Agreement**

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| Agreed and Signed: | (Manager) | Date: |  |
| Agreed and Signed: | (Post Holder) | Date: |  |
| Date Role Description is Effective From: | |  | |