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WALES

Bwrdd Iechyd Prifysgol  
Betsi Cadwaladr  
University Health Board

<b>CAJE:</b> <b>2018/0495</b>
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## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Registered Nurse
<b>Band:</b>	Band 5
<b>Salary Scale:</b>	£24,907 - £30,615
<b>Hours of Work:</b>	Various Hours
<b>Department/CPG</b>	Famau Ward
<b>Base:</b>	Denbigh Infirmary
<b>Accountable to:</b>	Ward Manager/Locality Matron
<b>Responsible for:</b>	Junior staff in absence of Band 6 or 7

### **JOB PURPOSE**

To work as a member of the Community Hospital Ward Team, to provide skilled, clinically effective care in a variety of settings. To take charge of ward and hospital in absence of Band 6 & 7 staff.

### **DUTIES AND RESPONSIBILITIES**

#### **Clinical Responsibilities**

##### **The Nurse will:**

- Ensure that the 12 fundamentals of care are applied in the care of all patients: Communication and information, respecting people, ensuring safety, promote independence, relationships, sleep, rest and Activity, ensure comfort, alleviate pain, personal hygiene and appearance, eating and drinking, toilet needs, oral health and hygiene and preventing pressure sores.
- Initiate the immediate, individualised care of patients by assessment, planning, implementation and evaluation of programmes of care, without the direct supervision of a senior nurse.

- Produce records and document in compliance with local, LHB and NMC Guidelines.
- Demonstrate an awareness of research based clinical procedures, which will extend their role as identified for their area during their Annual Performance review.
- Demonstrate theoretical and practical ability regarding patient care, providing high quality, effective nursing.
- Promote effective communication/collaboration with all members of the multi-disciplinary team including the discharge process.
- Take charge of the Ward/Unit when required and provide continuity of service, supporting less experienced staff.
- Demonstrate supervisory skills in relation to patients/carers/student/NVQ Candidates and less experienced staff.
- Mentor and support nursing students and participate in assisting them to meet their learning objectives.
- Ensure equipment is used in the correct way and that resources are used wisely in order to minimize waste and misuse.
- Comply with LHB and CPG mandatory Training requirements.
- Report to the Nurse in Charge of Ward/Hospital any untoward incidents/Complaints, accurately completing relevant incident forms.
- Be actively involved in Health Promotion.

### **Professional Responsibilities**

#### **The Nurse will:**

- Act in accordance with the legal requirements and statutory rules relating to practice and all LHB Policies, Procedures and Guidelines.
- Have awareness of LHB policies and the wider Nursing Agenda.
- Take responsibility for managing personal educational needs and identify own learning goals which will be formulated into objectives to be agreed upon at annual Performance review.
- Maintain personal standards of health, safety and security, and contribute to the safety and security of individuals and their environment in order to comply with health and safety regulations.
- Be responsible for maintaining own professional registration and compliance of PREPP requirements.
- Have knowledge of how/where to access all LHB Policies and Procedures, including Clinical Governance, Training and Education strategies, and risk assessment awareness.
- Contribute to the admission and discharge of patients
- Contribute to bed management and appropriate utilisation of beds.
- Have awareness of the LHB's complaints and compliments policies
- Ensure the appropriate and safe management of patients property and donations are handled and documented in accordance with LHB Policy

## **GENERAL REQUIREMENTS**

### **Competence**

At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

### **Registered Health Professional**

All employees of the LHB who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

### **Health Care Support Workers**

Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

### **Supervision**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the LHB that they fulfill a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management**

As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

**Health and Safety Requirements**

All employees of the LHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

**Flexibility Statement**

The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement from time to time.

**Confidentiality**

The Postholder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The postholder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the data protection act 1998 and organisational policy.

**Promoting Diversity and Dignity at Work**

The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

**ORGANISATIONAL CHART**

<b>Ward Manager</b>
<b>Junior Ward Sister</b>
<b>Registered Nurse</b>
<b>Health Care Support Worker</b>



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## Person Specification

**POST TITLE: Registered Nurse Band 5**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD of ASSESSMENT
<b>Knowledge and Qualifications</b>	<ul style="list-style-type: none"><li>NMC registered</li></ul>	<ul style="list-style-type: none"><li>Evidence of post registration study and training e.g. POVA</li><li>Child Protection</li><li>Intermediate Life Support if required in clinical setting</li></ul>	<b>NMC Registration Application Form</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>Pre-registration evidence in direct nursing care</li><li>Experience of providing holistic nursing care</li><li>Interest in developing nursing skills</li></ul>	<ul style="list-style-type: none"><li>Clear understanding of clinical governance framework</li><li>Implement evidence-based practice</li></ul>	<b>Application Form</b> <b>Interview</b>
<b>Skills and competencies</b>	<ul style="list-style-type: none"><li>Clear understanding of contract of care</li><li>Ability to document details clearly and accurately</li><li>Clear understanding of consent process</li><li>Basic IT skills</li></ul>	<ul style="list-style-type: none"><li>Knowledge of incident reporting policy</li><li>Awareness of policies. Knowledge of incident reporting policy</li></ul>	<b>Application Form</b> <b>Interview</b>
<b>Personal/Disposition</b>	<ul style="list-style-type: none"><li>Ability to communicate effectively</li><li>Ability to work under pressure</li></ul>	<ul style="list-style-type: none"><li>Welsh Speaker</li></ul>	<b>References</b>

