

JOB DESCRIPTION

JOB TITLE:	STAFF NURSE RMN (BANK)
BAND:	Band 5
LOCATION:	Various
HOURS OF WORK:	As and when required
ACCOUNTABLE TO:	Trust Bank Professional Lead
REPORTS TO:	Ward Manager
MINIMUM QUALIFICATIONS:	Registered Mental Nurse
JOB PURPOSE:	To assist the Ward Manager in providing high quality nursing care and treatment of patients in conjunction with other professionals through the hospital's multi-disciplinary assessment, treatment and care programmes.

MAIN DUTIES AND RESPONSIBILITIES

To be personally accountable for;

- The nursing assessment of care needs and the development, implementation and evaluation of programmes of care.
- Carrying out all relevant forms of nursing care.
- Taking charge regularly of the ward/equivalent sphere of nursing in the absence of the Ward Manager.
- Supervising junior staff.
- Teaching qualified and unqualified staff, including basic and/or post basis students, including acting as mentor as appropriate.
- Carrying out high standard of nursing care and treatment of patients working alongside staff of all professions in the ward/unit.
- Playing an active part in the ward/units multi-disciplinary patient treatment programmes.
- Helping to organise and participate in therapeutic and social activities for patients.
- Administering medication, complying with the nursing responsibilities under the Medicines Act (1968), the Misuse of Drugs Act (1971), the local Care of Drugs Policy and any other relevant Trust procedures.
- Complying with the Mental Health Act (1983) regulations/procedures, including carrying out registered nurse holding powers as necessary.

- Maintaining an effective reporting system by observing and reporting verbally and in writing on patient conditions.
- Maintaining high standards of record/case note recording.
- Arranging patients' meals and special diets and participating in the meals service.
- To maintain security and confidentiality of information and clinical records relating to patients' treatment.
- Observing approved Trust clinical nursing policies/procedures.
- Liaising and maintaining good relationships with other staff of all disciplines to ensure the smooth running of services for patients.
- Communicating with relatives and other visitors.
- To assist in the maintenance of good communications within the Trust.
- To be familiar with fire evacuation procedures and enact them as necessary.
- To know and comply with the Health and Safety at Work Act (1974).
- To comply with Catering Hygiene regulations.
- To comply with the Patients' Property Policy.
- Substituting for other nursing staff as necessary.
- To report all accidents and untoward incidents.
- To familiar with the use of emergency equipment.
- Attending case conference/review meetings with other members of the multi-disciplinary team to review patients' conditions and their progress in the programme of care and rehabilitation.
- Fully implement and comply with discharge procedures and standards including ICPA/Care Management and involvement in audit.
- Complying with the agreed Nursing Standards.
- Discussing carer needs to all patients you are named nurse to, as appropriate, initially weekly and thereafter on agreed time frame.
- To ensure that ward and hospital areas remain clean and tidy, working closely with the Modern Matron to create a homely environment.

JOB DESCRIPTION

JOB TITLE:	STAFF NURSE RGN (BANK)
BAND:	Band 5
LOCATION:	Community Hospitals/Community Teams
HOURS OF WORK:	Shift pattern
ACCOUNTABLE TO:	Trust Bank Professional Lead
RESPONSIBLE TO:	Senior Sister/Matron
KEY RELATIONSHIPS:	Patients, Senior Sister, Matron, Sister, Health Care Assistants, Nurse Practitioner, Ward Physiotherapist, Occupational Therapist, Social Services, Consultant Ward and Ward Clerk.
JOB PURPOSE:	To assist the Sister/Charge Nurse in providing a high quality nursing care and treatment of patients in conjunction with other professionals through the hospital's multi-disciplinary assessment, treatment and care programmes.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

- Promote and ensure evidence informed practice.
- At all times adhere to those stipulations as defined by NMC Code of Conduct.
- To undertake the nursing assessment of care needs and the development and implementation and evaluation of programmes of care.
- Carrying out all relevant forms of nursing care to a high professional standard.
- To play an active part in the ward / unit's multi-disciplinary patient treatment programmes.
- Administering medication, complying with the nursing responsibilities under the Medicines Act (1968), the Misuse of Drugs Act (1971), and any other relevant Trust legislation.
- Maintaining an effective reporting system by observing and reporting verbally and ensure a high standard of record / case note recording which will include IT systems.
- Attending case conferences / review meetings with other members of the multi-disciplinary team to review patients conditions and their progress in the programme of care and rehabilitation.
- Arranging patients' meals and special diets and participating in the meals service.

- Liaising and maintaining good relationships with other staff of all disciplines to ensure the smooth running of services for patients.
- Communicating with relatives and other visitors.
- To assist in the maintenance of good communications within the Trust.
- Substituting for other nursing staff as necessary. To act as a role model for other nursing staff.

Managerial / Leadership

- Taking charge of the ward in the absence of the Senior Sister / Sister.
- Supervise junior staff
- Ensuring approved Trust / hospital clinical nursing policies / procedures are undertaken.
- To liaise appropriately and promote collaborative working with other agencies such as Social Services and other community service providers

Educational

- To teach, as required, nursing students and junior members of the care team through demonstration and explanation and act as mentor as appropriate.
- To maintain personal clinical expertise as required the NMC Professional Code of Conduct

Environment

- Frequent exposure to highly unpleasant working conditions (involves dealing with body fluids, foul linen and occasionally lice).
- Will encounter patients and relatives in often distressing and challenging situations.
- Walks, stands for most of the shift. Pushes and pulls trolleys, commodes and patient hoists.
- Frequently manoeuvres patients into position for treatment or personal care.
- Frequently transfers patients from bed to chair or similar.
- Frequent requirement for concentration in care duties where the pattern of work maybe unpredictable.
- May be exposed to face to face physical and/or verbal aggression.

Confidentiality:

In the discharge of their duties the post holder may often be in possession of or have access to confidential/personal information and must not disclose or discuss such information outside their place of work, or within their place of work except in the proper discharge of their duties. Failure to observe confidentiality may result in disciplinary action.

PERSON SPECIFICATION

BANK STAFF NURSE (RMN), BAND 5

1.	Knowledge, skills and training	Essential	Desirable	Assessment method
1.1	Registered Nurse (Mental Health)	Yes		Certification
2.	Job specific experience	Essential	Desirable	Assessment method
2.1	Recent experience in clinical practice	Yes		Application/ interview
2.2	Good communication skills.	Yes		Application/ interview
2.3	Ability to develop relationships with patients, carers and members of the multi-disciplinary team.	Yes		Application/ interview
2.4	Ability to demonstrate knowledge of current developments in nursing.	Yes		Application/ interview
2.5	Have a good working knowledge of Clinical Governance and the National Service Frameworks.	Yes		Application/ interview
2.6	Understand the principles of rehabilitation.	Yes		Application/ interview
2.7	Ability to supervise other staff	Yes		Application/ interview
3.	Information Technology	Essential	Desirable	Assessment method
3.1	Basic IT skills, normally obtained through practice or practical training	Yes		Interview/Training
4.	Personal qualities and attributes	Essential	Desirable	Assessment method
4.1	Ability to work unsupervised	Yes		Application/ interview
4.2	Ability to work in a team	Yes		Application/ interview
4.3	Ability to work with minimum supervision	Yes		Application/ interview
4.4	Ability to use initiative	Yes		Application/ interview
4.5	Able to positively influence others	Yes		Application/ interview
4.6	Good organisational skills	Yes		Application/ interview
5.	Business travel	Essential	Desirable	Assessment method
5.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.		Yes	Application/ interview
6.	Additional requirements	Essential	Desirable	Assessment

				method
6.1	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	Yes		Application/ interview
6.2	Ability to participate in 24 hour care	Yes		Application/ interview
6.3	A level of fitness and ability to complete Physical Intervention training and be able to participate in Physical Intervention in the workplace as required, complete breakaway training, Cardio Pulmonary Resuscitation (CPR) and manual handling (practical and theory)	Yes		Application/ interview

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also reasonably be made by public transport.