

Band 5 Registered Nurse



Job Title:	Registered Nurse	<i>HR use only</i> Job Reference Number
Report to:	Emergency Department Sister/Charge Nurse	
Accountable to:	Matron	



Job description

Job purpose

- Provide a high-quality standard of care for patients in an environment conducive to learning for all staff.
- To ensure that relationships and own behaviour is managed in line with the Trusts competencies.
- Take charge of the ward/clinical unit in the absence of the Sister/Charge Nurse/Team Leader and deputy
- Act as an advocate for patients at all time, to ensure the highest levels of care are delivered.

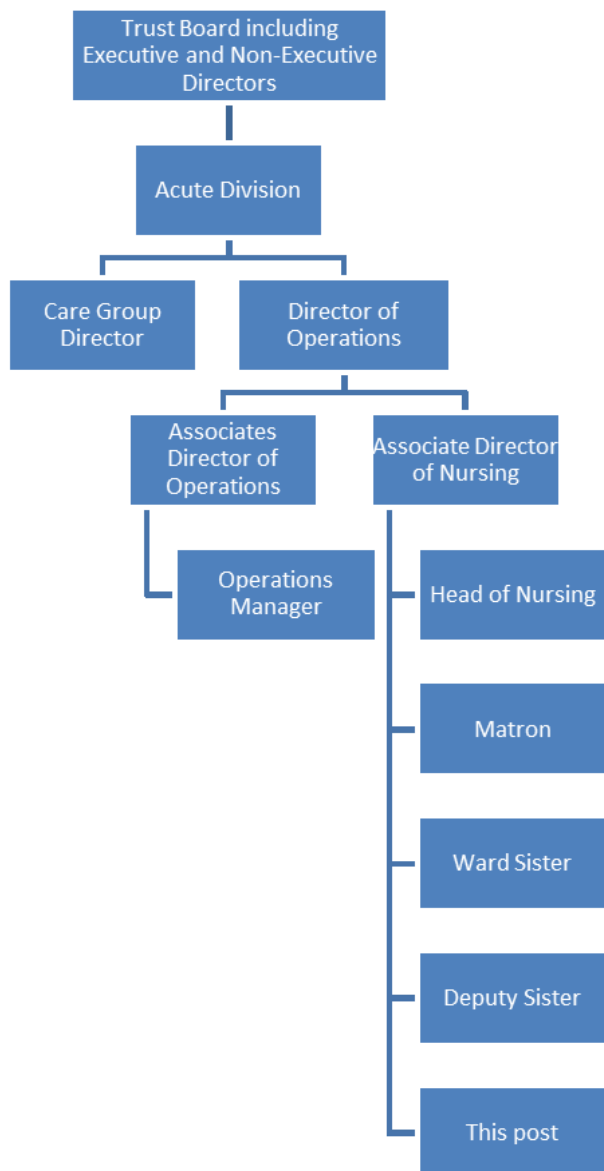
Job statement

- Accountable and responsible for the assessment of care needs and the development, documentation, implementation and evaluation of programmes of care without direct supervision. All actions need to be in line with NMC code of conduct and other statutory and organisational standards.
- Demonstrate professional behaviours at all times
- Communicate with patients, relatives and staff demonstrating a professional courteous manner.
- Accountable and responsible for raising concerns when care is compromised.
- Maintain patient comfort, dignity and privacy at all times.
- Liaise with patients, relatives and multi-disciplinary team.
- Supervise unregistered staff and student nurses.
- Demonstrate a continued commitment to professional development
- Accountable and responsible for maintaining high standards of care in an environment, which promotes equality and sensitivity for all individuals.

OUR VALUES
care



Organisation chart



Communication and relationships

- Required to prepare reports for and receive from other nursing staff
- Actively participate in clinical rounds with Medical staff and members of the inter-professional team, ascertaining treatments to be carried out and support discharge planning.
- Identify and use the most effective means of communication, appropriate to the situation and individuals involved.

- Liaise with other wards and departments, e.g. Physiotherapy, Pharmacy, Social Workers, etc.
- Report all accidents, incidents and complaints to patients, staff and visitors in accordance with The Trusts policy
- To observe complete confidentiality of all information including awareness and adherence to the legal requirements of the Data Protection Act.

Planning and organising

- Undertake admissions, discharges and transfer of patients to and from the ward, ensuring all appropriate assessments, diagnostics tests and investigations have been completed and documented
- Participate in agreeing standards of care in line with agreed procedures.
- Accountable and responsible for ensuring care plans are developed and updated with ongoing changes in treatment recorded.
- Accountable and responsible for evaluating all care delivered.

Patient and client care

- Take charge of the ward/clinical unit in the absence of the Sister/Charge Nurse/Team Leader and deputy
- To act as Primary/Named Nurse/Key Worker to a group of patients and support others where necessary
- Accountable and responsible for ensuring all patients receive individualised patient care and that this is effectively communicated and documented.
- Participate in the nursing of individual patients within an allocated group.
- To take accountability and responsibility for patients as delegated by the person in charge, reporting and documenting the response of the patient to the programme of care.
- Ensure care of patient's property as per The Trusts policy.

Service and policy development

- Be aware of and develop competencies of all procedures carried out in this area following a period of induction.
- Be aware of and able to develop competencies in the use of all equipment used in your area.
- To ensure that own practice adheres to Trust policy, procedures and protocols.

Managing financial resources

- Have knowledge of specific supplies in area and arrange ordering if the stock is below the required minimal levels.
- Assist in ensuring all equipment is maintained and kept in good working order and report signs of faulty equipment.
- To ensure efficient and effective utilisation of all resources and budgets within the sphere of responsibility.

People management and development

- Where the post holder is a Link Nurse, act as a resource and disseminate information within the role of Link Nurse.
- Support and contribute in the creation of an environment conducive to practice based learning and development which supports, nurtures and supervises learners of nursing. Provide support and advice to any voluntary services or personnel working on or with the Ward/Unit.
- Participate in teaching programmes for registered and non registered staff.
- Participate in the sharing of knowledge with appropriate other.
- Be aware of The Trusts policies and emergency procedures, i.e. Cardiac Arrest, Fire, etc.
- Attend in service training days and courses for improving and updating own knowledge as per departmental skills profile.
- Attend mandatory updates as per The Trusts requirement.
- Ensure own NMC PREP requirements are attained and that care group competency frameworks are completed.
- Adhere to the relevant clinical hospital policies, guidelines and protocols.
- Ensure all staff are aware of Health & Safety requirements and own responsibilities.

Information system use and management

- Complete referrals forms to a range of disciplines
- Obtain Pathology Reports
- Accountable and responsible for ensuring Symphony is updated with patient's Treatment, Diagnostics, and CRTP

Involvement in surveys and research

- Assist with ward/unit audits for example, Hand Hygiene, Saving Lives and Essence of Care.

Freedom to Act and autonomy

- Makes appropriate and timely decisions about the management of patient care.
- Freedom to initiate action within broad clinical / professional policies, seeking guidance from others where necessary.
- Act at all times as a role model and act as a clinical expert ensuring the delivery of high standards of care.
- Maintain skills and knowledge in relation to clinical area and PREP requirements
- Attend meetings relevant to area of practice and development.
- Actively pursue own learning needs in response to PDP
- Keep abreast of relevant political and professional issues in healthcare, particularly in relation to relevant area.

General compliance:

To comply with all Trust Policies and Procedures, with particular regard to:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates
- (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.

To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.

Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear

about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

Perform any other duties that may be required from time to time.

Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.

Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves, This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post holder

Key Skills required undertaking this role.	On Appointment (Essential)			After 12 months in post			At 2 nd Gateway (Desirable on appointment)			How this will be measured.
Qualifications and role specific knowledge*	Registered Nurse with current NMC registration			<ul style="list-style-type: none"> Maintain NMC registration Completion of department induction pack Completion of Trust induction and required mandatory training and e-learning 			<ul style="list-style-type: none"> Completion of work based learning nursing modules Completion of required Trust mandatory training updates 			A review of annual appraisal, more frequently where indicated
Safeguarding Children **	1	2	3	1	2	3	1	2	3	
Knowledge	<ul style="list-style-type: none"> Evidence of relevant post basic study Able to make judgements based on evidence based practice and translate this for use in the ward environment To be able to demonstrate understanding of current developments in the NHS and their implications for nursing and quality care for patients 			<p><i>Core 2, Level 2</i></p> <ul style="list-style-type: none"> <i>Develop own skills and knowledge and provide information to others to help their development</i> <p><i>G1, Level 1</i></p> <ul style="list-style-type: none"> <i>Assist with learning and development activities</i> <p><i>G2, Level 1</i></p> <ul style="list-style-type: none"> <i>Appraise concepts, models, methods, practices, products and equipment developed by others</i> 			<p><i>Core 2, Level 2</i></p> <ul style="list-style-type: none"> <i>Develop oneself and contribute to the development of others</i> <p><i>G1, Level 2</i></p> <ul style="list-style-type: none"> <i>Enable people to learn and develop</i> <p><i>G2, Level 2</i></p> <ul style="list-style-type: none"> <i>Contribute to developing, testing and reviewing new concepts, models, methods, practices, products</i> 			A review at annual appraisal, more frequently where indicated

Physical Skills	Physically capable of performing the role and responsibilities expected of the post holder e.g. manual handling of patients	Attend annual update and complete e-learning modules, as required in relation to manual handling	Attend annual update and complete e-learning modules, as required in relation to manual handling	A review at annual appraisal, more frequently where indicated
Dementia Awareness	Level 2	Level 2	Level 2	
Aptitudes	<ul style="list-style-type: none"> Professional/role model Flexible Good interpersonal skills Ability to motivate others and maintain own motivation Can demonstrate the key competencies of the Equality and Diversity Policy. Communicate with patients and relatives demonstrating compassion and a professional approach 	<i>Core 6, Level 2</i> <ul style="list-style-type: none"> <i>Support equality and value diversity</i> <i>Ability to adapt to change within working situation</i> 	<i>Core 6, Level 2</i> <ul style="list-style-type: none"> <i>Support equality and value diversity</i> 	A review at annual appraisal, more frequently where indicated
Abilities	<ul style="list-style-type: none"> Ability to develop effective working relationships on an individual and multi- 	<i>Core 3, Level 2</i> <ul style="list-style-type: none"> <i>Monitor and maintain health safety and security</i> 	<i>Core 3, Level 3</i> <ul style="list-style-type: none"> <i>Promote monitor and maintain best practice in health, safety and</i> 	A review at annual appraisal, more frequently where indicated

	<p>disciplinary basis with all levels of staff</p> <ul style="list-style-type: none"> • Ability to effectively organise workload • Ability to practice independently; ability to take responsibility and show evidence of leadership skills • Ability to adapt and respond to changing circumstances; • Able to work autonomously and Lead others, demonstrating Awareness of own limitations and seeks out appropriate advice and support. 	<p><i>of self and others</i></p> <p>Core 4, Level 1</p> <ul style="list-style-type: none"> • <i>Make changes in own practice and make suggestions for improving services</i> <p>HWB2, Level 3</p> <ul style="list-style-type: none"> • <i>Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs</i> <p>HWB5, Level 3</p> <ul style="list-style-type: none"> • <i>Plan deliver and evaluate care to meet people's health and wellbeing needs</i> <p>G6, Level1 (a,b,c,e)</p> <ul style="list-style-type: none"> • <i>Assist with learning and development activities</i> <p>EF2, Level 1</p> <ul style="list-style-type: none"> • <i>Assist with the maintenance and monitoring of environments,</i> 	<p><i>security</i></p> <p>Core 4, Level 2</p> <ul style="list-style-type: none"> • <i>Contribute to the improvement of services</i> <p>HWB2, Level 3</p> <ul style="list-style-type: none"> • <i>Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs</i> <p>G6, Level 2 (a,b,c,e)</p> <ul style="list-style-type: none"> • Enable people to learn and develop 	
--	---	---	---	--

		<i>buildings and/ or items</i>		
Communication Skills	<i>Core 1, Level 3</i> Develop and maintain communication with people about difficult matters and/or in difficult situations	Working towards <i>Core 1, Level 4</i> <ul style="list-style-type: none"> • Develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations <i>IK1, Level 1</i> <ul style="list-style-type: none"> • Input, store and provide data and information 	Aiming for <i>Core 1, Level 4</i> <ul style="list-style-type: none"> • Develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations IK2, Level 2 <ul style="list-style-type: none"> • Modify, structure, maintain and present data and information 	A review at annual appraisal, more frequently where indicated

* = State knowledge required in terms of level of competence NOT X years' experience, as this is age discriminatory

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title:

Ward/Dept and Site:

Date Completed: 2023

1. General Information about the post.

Location	%	Location	%	Location	%
Office based	10	Home		Outpatients Clinic	
Laboratory		Kitchen		Community based	
Ward area	90	Stores		Workshop	
In a vehicle				Theatre environment	

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time	37.5 hours	Part time			
Office hours		Hours worked as a shift	Yes	Hours worked at night	Yes
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time	Yes	Required to concentrate for short periods of time	Yes		
Interruptions throughout the day		Constant		Occasional	Yes

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Working in bad weather e.g. when it is windy or/and raining.					x
Excessive temperatures					x
Unpleasant smells/odours		x			
Noxious fumes					x
Excessive noise &/or vibration				x	
Use of VDU more or less continuously			x		
Unpleasant substances/non-household waste	x				
Infectious Material/Foul Linen	x				

Body fluids, faeces, vomit, blood	x				
Dust/dirt			x		
Humidity				x	
Contaminated equipment or work areas				x	
Driving/being driven in normal situations					x
Driving/being driven in emergency situations					x
Fleas or lice			x		
Exposure to dangerous chemicals/ substances in/not in containers				x	
Exposure to aggressive verbal behaviour where there is little/no support				x	
Exposure to aggressive physical behaviour where there is little/no support				x	
Exposure to risks that could result in an acute traumatic injury				x	
Undertaking exposure prone procedures					x
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
This role involves daily contact with patients and their care as well as office based work, within a general ward environment					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Processing (e.g. typing/transmitting) news of highly distressing events					x
Giving unwelcome news to patients/ clients/carers/staff			x		
Caring for the terminally ill		x			
Dealing with difficult situations/ circumstances		x			
Designated to provide emotional support to front line staff			x		
Communicating life changing events			x		
Dealing with people with challenging behaviour		x			
Arriving at the scene of an accident				x	
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
Will be providing leadership and management to a group of staff.					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Working in uncomfortable/ unpleasant physical conditions					x
Working in physically cramped conditions					x

Lifting weights, equipment or patients using mechanical aids	x				
Lifting weights/ equipment or patients without mechanical aids					x
Making repetitive movements			x		
Climbing or crawling					x
Manipulating objects					x
Manual digging					x
Running				x	
Standing/sitting with limited scope for movement for long periods					x
Kneeling, crouching, twisting, bending or stretching	x				
Standing/walking for substantial periods of time		x			
Heavy duty cleaning					x
Pushing/pulling trolleys or similar			x		
Working at heights					x
The job requires to be trained in control and restraint.					x

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

As working in a clinical area they may be times when post holder will be required to carry out some of these activities but this is rare

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Carry out formal student/ trainee assessments		x			
Carry out clinical/social care interventions		x			
Analyse statistics					x
Operate equipment machinery	x				
for more than ½ a shift				x	
for less than a shift				x	
Give evidence in a court/tribunal/ formal hearings			x		
Attend meetings (describe types of meeting and post holders role)			x		
Carry out screening tests/ microscope work					x
Prepare detailed reports			x		
Check documents	x				
Carry out calculations	x				
Carry out clinical diagnosis				x	
Carry out non-clinical fault finding				x	

Signed by post holder*: _____

Date

Signed by line manager: _____

Date

* in the case of new jobs this will have to be an 'estimate' of the demands of the role.