

Job Description

Job Title: Registered Nurse – Discharge Lounge	NHS AfC: Band 5
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Responsible to: Clinical Flow Manager/Site Matron
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Contact with: Patients, Carers and Healthcare Professionals
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Principal Objectives

- To meet the needs of the Trust with regard to Induction, mandatory and statutory training
- To work within the framework for Clinical Governance to provide effective, high quality individualised nursing care to patients and relatives/carers and to contribute to the continuing development of nursing practice.
- To ensure high standards of patient care at all times, in line with Trust policies and guidelines
- To work as an effective member of the nursing and wider multi-professional healthcare team
- To work within the Trust's Competency Framework for Registered Nurses, the Ward/ Department Philosophy and the NMC Code of Conduct/ Professional Standards for the Protection of Patients.

Key Responsibilities:

Clinical

- Ensure that safe, effective and holistic patient care is delivered
- Assist patients to fulfil the activities of daily living
- Assess, plan, implement and evaluate individual programmes of care in partnership with patients and relatives/carers
- Accurately observe patient's condition and initiate appropriate action
- Administer medication safely to patients, including IV and Controlled drugs
- Actively participate in effective discharge planning
- Maintain accurate, timely patient records and relevant data collection
- Communicate effectively with patients, visitors and staff
- Communicate effectively with all members of the Multi professional team.
- Participate in patient/carer education e.g. advice about patient's condition/needs, health promotion.
- To safely use clinical equipment relevant to own work area.
- Have training to order investigations and blood tests within scope of practice.
- Undertake venepuncture and Cannulation as appropriate, once trained also any specialist clinical skills as may be required by the area.
- To proactively utilise and implement all infection control policies within the Trust, ensuring effective use of personal protective equipment, hand washing/decolonisation between activities and adherence to isolation procedures within your daily practice.
- To challenge any member of staff not undertaking correct infection control procedures, and to educate staff members in the correct procedures if required escalating as appropriate

Management

- To work within Trust and Directorate Policies, Protocols and Guidelines and ensure other staff understand and adhere to them.
- Assist in the maintenance of a safe working environment for patients, staff and visitors
- Participate in adverse incident management e.g. clinical incident reporting, complaints
- Participate in identifying, implementing and evaluating new methods of work/ patient care
- Assist in the efficient and effective management of the ward to ensure maximum use of resources including bed management.
- Organise, prioritise and manage own workload and supervise others work.
- Co-ordinate and manage the Discharge Lounge with support
- Assist in the teaching of nursing staff.

Education

- In conjunction with Line Manager, be responsible for identifying and achieving personal and professional development needs
- Participate in and contribute to Directorate teaching programmes
- Actively participate in the assessment, teaching and supervision of nursing staff/students within the lounge by acting as a mentor/facilitator.
- Attend annual statutory training in accordance with Trust policy.
- To prepare and actively participate in Trusts annual Performance Development Review process and progress reviews.
- Ensure training and development needs detailed in your personal development plan are followed

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Proven previous experience within the healthcare setting 	<ul style="list-style-type: none"> Experience in acute setting Undertaken preceptorship Participation in research/audit.
Qualifications	<ul style="list-style-type: none"> Registered Nurse Evidence of continuing professional development. 	<ul style="list-style-type: none"> Coaching qualification. Willingness to undertake further education
Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of evidence based practice. Understanding and ability to apply clinical governance principles to practice. Knowledge of developments in speciality and current issues driving nursing in general. 	<ul style="list-style-type: none"> Knowledge of developments in speciality and current issues driving nursing in general. Nursing Care of Acutely unwell patients
Personal Skills	<ul style="list-style-type: none"> Ability to work effectively in a team and lead as required Excellent interpersonal skills. Ability to delegate Ability to manage own workload. Ability to communicate at appropriate level both written and verbal. Motivated and enthusiastic. Ability to prioritise work load of clinical area 	<ul style="list-style-type: none"> Ability to influence wider MDT