

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Registered Nurse
<b>Pay Band:</b>	Band 5
<b>Department:</b>	All Acute/Mental Health/Community Departments
<b>Directorate:</b>	All Acute/Mental Health/Community Directorates
<b>Clinical Board:</b>	All Clinical Boards (except Children & Women)
<b>Base:</b>	All Locations

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Sister/Charge Nurse
<b>Reports to:</b>	Sister/Charge Nurse
<b>Professionally Responsible to:</b>	Sister/Charge Nurse

#### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things

<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without direction and supervision.

Demonstrate and supervise practice and procedures to registered and unregistered nursing staff to secure effective nursing practice.

To take a key role in the induction and mentorship of new and unregistered staff, and provide supervision.

## **DUTIES AND RESPONSIBILITIES**

### **QUALITY OF CARE**

- Promote the health and well-being of patients/clients and maintain a safe, caring and therapeutic environment.
- Ensure nursing practice is in accordance with the NMC Code of Conduct which incorporates and respects differences in respect of gender, sexuality ethnicity, religion culture and disability.
- At all times be aware of and practice within the NMC Code of Conduct.
- Always act in such a manner as to promote and safeguard the interests and wellbeing of patients/clients, visitors and colleagues.

- Participate as an active member of the nursing and multi- disciplinary teams, be accountable for your practice and work in partnership with other health care professionals, patients/clients and others in the delivery of care.
- Work in partnership with other statutory agencies and the 3<sup>rd</sup> sector for the benefit of the patient/client
- Participate in effective nursing, providing a high standard of care to patients/clients in keeping with the philosophies and operational policies of the UHB.
- Work closely and openly with relatives and carers providing help, guidance, support and information when appropriate.
- Act as an advocate for patients/clients within good practice guidelines ensuring that they understand their rights and can access written and verbal information in a format which is appropriate to their current health status and language/sensory needs.
- Escalate any adult or child safeguarding concerns to the most appropriate professional immediately.
- Assess the care needed to address patients/clients' physical, psychological, social and spiritual needs.
- Develop, implement and continuously evaluate programmes of care using a problem solving approach that ensures the needs of each individual patient/client are met throughout their admission and/or period of treatment within the community, including detailed arrangements for discharge.
- Update care plans regularly and accurately working in partnership with the patient/client (including electronic records).
- Be responsible for the management of a group of patients/clients, including the daily allocation of a patient/client group.
- Ensure that all patients/clients within own caseload have their after-care planned and documented effectively in partnership with them and other agencies/services.

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- Participate in the accurate maintenance of general and specific patient/client observations, accurately recording all relevant information and informing members of the multi-disciplinary team.
- Escalate concerns about patient's/client's condition/deterioration to the most appropriate professional.
- Be conversant with the legal requirements concerning the prescribing, control, security and administration of drugs.
- Be conversant with the UHB's policies and procedures.
- Be conversant with Deprivation of Liberty Safeguards (DoLS) of the Mental Capacity Act (2005) and, where appropriate, the Mental Health Act (1983)
- Participate in the maintenance of standards in accordance with the UHB policies and procedures, quality and safety and NMC.
- Participate in rotational duties and work in alternative care settings as required.
- Delegate tasks and activities to a range of team members in relation to patient/client care (for example when taking supervised charge or as a link nurse).
- Carry out any other duties commensurate with the band as allocated by the Team Leader/Charge Nurse/Ward Sister.

**COMMUNICATION AND LIAISON**

- Demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors, relatives and colleagues; maintaining good customer relations at all times.
- Actively participate in the communication of sensitive/difficult information and subsequent support of patients/clients, relatives, carers and colleagues as appropriate.
- Contribute towards sharing good practice within the Ward/Department and UHB wide.
- Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the nursing profession.

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- Work cohesively with all members of the team in ensuring that the very best services to patients/clients are provided at all times.
- Carry out daily (as a minimum) physical and psychological observation and monitoring of patients/clients and document and communicate these effectively.
- Ensure that all views of patients/clients are effectively sought channeled and acted upon.
- Ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection legislation and the General Data Protection Regulation.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.

**MANAGEMENT OF RESOURCES**

- Work together with the team to ensure effective use of resources & adequate stock levels.
- Utilise all available resources to the maximum benefit of the service being aware of resource implications specific to the area.
- Ensure that agreed UHB policies and procedures are followed.
- Report any maintenance requirements through the UHB processes reporting any difficulties to the nurse in charge.
- Actively engage with self-rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.

**PERSONAL DEVELOPMENT**

- Keep up to date and participate in training programmes identified in a Personal Development Plan.
- Participate in an annual personal appraisal development review with manager.
- Participate in special projects research and surveys related to the clinical area as directed.

- Actively manage own annual leave in line with UHB Policy.
- Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder 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.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate noncompliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees 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.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare 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.

- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or nonbelief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.



**CAJE Reference:**

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**Date Prepared:**

**Prepared By:**

**Date Reviewed:**

**Reviewed By:**

**This document is available in Welsh**

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**PERSON SPECIFICATION**  
**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Registered Nurse</li><li><input type="checkbox"/> Current NMC Registration</li><li><input type="checkbox"/> Nursing Degree/Diploma</li><li><input type="checkbox"/> Evidence of Continuous Professional Development</li><li><input type="checkbox"/> Good basic level of English language demonstrated through effective written and verbal communication skills</li></ul>		Application Form Certificate Check Registration Card – Nurse/AHP

<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Previous experience of working in a nursing environment</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Depending on previous experience the candidate may be expected to supervise junior staff</li><li><input type="checkbox"/> Awareness of the structure and organisation of the wider NHS</li></ul>	Application Form Interview References
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<b>SKILLS</b>	<input type="checkbox"/> Good interpersonal skills <ul style="list-style-type: none"> <li>• Teaching skills Able to prioritise and meet deadlines</li> </ul> <input type="checkbox"/> Able to manage difficult situations <input type="checkbox"/> Organised time management <ul style="list-style-type: none"> <li>• Able to use initiative A willingness to participate in continuing professional development IT skills</li> </ul> <ul style="list-style-type: none"> <li>• Awareness of audit &amp; research Analytical skills</li> </ul> <input type="checkbox"/>	Welsh speaker	Application Form Interview References
<b>SPECIAL KNOWLEDGE</b>	<input type="checkbox"/> Ability to practice within the scope of the NMC Code of Professional Conduct <input type="checkbox"/> Understanding of professional nursing issues		Application Form Interview References
<b>PERSONAL QUALITIES</b> (Demonstrable)	<input type="checkbox"/> Ability to work within a team and independently <input type="checkbox"/> Flexible to meet the needs of the service <input type="checkbox"/> Able to work under pressure <ul style="list-style-type: none"> <li>• Enthusiastic Assertive and positive attitude Pleasant disposition</li> </ul> <ul style="list-style-type: none"> <li>• Caring nature</li> </ul> <input type="checkbox"/> Positive change agent		Application Form Interview References
<b>OTHER</b> (Please Specify)			Interview Document Check*

<b>Date Prepared:</b>		<b>Prepared By:</b>
<b>Date Reviewed:</b>		<b>Reviewed By:</b>