

# **CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD**

## **JOB DESCRIPTION**

### **JD CODE BANK GEN\_Q3**

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<b>Job Title:</b>	Bank General Nurse
<b>Grade</b>	Band 5
<b>Department</b>	Nurse Bank
<b>Base:</b>	All generic adult areas as required in Cardiff and Vale University Local Health Board

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### **ORGANISATIONAL ARRANGEMENTS**

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<b>Reports to:</b>	Ward Manger/Nurse-in-Charge
<b>Accountable to:</b>	Senior Nurse, Nurse Bank

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### **CORE JOB SUMMARY:**

To take responsibility for patients as delegated by the nurse in charge

Responsible and accountable without direct supervision for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients

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### **CORE DUTIES AND RESPONSIBILITIES**

The duties and responsibilities will vary according to the area of placement for the shift.

1. Act in accordance within statutory and professional regulations relating to practice and Cardiff and Vale University Local Health Board nursing and general policies and procedures.
2. To ensure all aspects of care are documented timely, accurately and reported according to Cardiff and Vale University Local Health Board Policy and NMC Standards.
3. Administer medication to patients complying with legal requirements, NMC standards and Cardiff and Vale University Local Health Board Policy and Procedures.
4. Comply with Cardiff and Vale University Local Health Board Policy on the use of infusion devices and administration of intravenous administration of medication to patients complying with legal requirements, NMC standards and Cardiff and Vale University Local Health Board Policy and Procedures.
5. Undertake as required and after appropriate training, assessment and with competence, any expanded scope of practice complying with NMC standards and Cardiff and Vale University Local Health Board policy.
6. Undertake as required and after appropriate training, assessment and with competence, any use of medical or computerised equipment to provide care to patients or to support management of patients or the ward complying with NMC standards and Cardiff and Vale University Local Health Board policy.
7. Supervise health care assistants, student nurses and adaptation nurses.

8. Assist and participate in teaching programmes for junior staff including student nurses and medical students
9. Communicate with other health care team members and patient's relatives in accordance with the patient's care plan.
10. Participate and assist in standard setting, quality assurance programmes, and audit.
11. To apply and contribute to the application of research based practices in the clinical area.
12. Comply with the Cardiff and Vale University Local Health Board policy and standards of infection prevention and control.
13. Contribute to the maintenance of a safe, clean, tidy ward environment and equipment to the correct standard of cleanliness.
14. Maintain confidentiality of information regarding patients, family and friends at all times and to comply with Data Protection Regulations.
15. To be conversant and comply with fire precautions and procedures for evacuation and emergency resuscitation.
16. Undertake risk assessments to minimise risks to oneself, patients and other staff and to comply with health and safety regulations.
17. Ensure safe custody and care of patient's possessions.
18. Advise with competence to patients and relatives on the promotion of health and prevention of illness.
19. To take charge on occasions of the ward if required in the absence of senior nursing staff.

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#### **HEALTH AND SAFETY REQUIREMENTS**

All staff employed or engaged by the Cardiff and Vale University Local Health Board has a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the Cardiff and Vale University Local Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

#### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment.

#### **DATA PROTECTION**

This post has a confidential aspect. If you are required to obtain, process and/or use information held on computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. To disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action and may involve your removal from the Nurse Bank Register.

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**Date Prepared:** 1 June 2005 **Prepared By:** S Hooi

**Name of Line Manager:** **Signed:** \_\_\_\_\_

**Name of Employee:** **Signed:** \_\_\_\_\_

# CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

## PERSON SPECIFICATION

**Job Title:** Bank General Nurse      **Department:** Nurse Bank  
**Grade:** Band 5      **Base:** All generic adult areas as required in Cardiff and Vale University Local Health Board

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Registered General Nurse NMC registration Evidence of continuing Professional Development		NMC CV
<b>EXPERIENCE</b>	Recent and relevant nursing experience in acute areas Evidence of good practice	Teaching and mentoring students	CV Interview
<b>SKILLS</b>	Good communication skills Able to work under supervision Able to assess, plan implement and evaluate programmes of care for patients		Interview
<b>SPECIAL KNOWLEDGE</b>	Up to date with current professional nursing issues Health promotion and illness prevention Use of evidence based practice		Interview
<b>PERSONAL QUALITIES (Demonstrable)</b>	Motivated Enthusiastic Able to relate well with people		Interview
<b>OTHER (Please Specify)</b>	Ability to work in any generic areas of the Cardiff and Vale University Local Health Board		Interview