



CAJE REFERENCE	GENERIC
DATE APPROVED	30/04/2015

JOB DESCRIPTION

JOB DETAILS

Job Title:	Staff Nurse Generic
Pay Band:	5
Directorate:	Generic
Department:	Generic

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to:	Ward Sister/Charge Nurse
Reports to:	Ward Sister/Charge Nurse
Professionally Responsible to:	
Responsible For:	Supervising Junior Ward Nurses, Health Care Support Workers & Student Nurses as required

JOB SUMMARY / PURPOSE

As a Band 5 Registered Nurse you will be accountable for the delivery of a high standard of cost effective nursing care without direct supervision in a variety of scheduled and unscheduled care settings. This will be based upon evidence based practice in line with the legal requirements, statutory rules and Health Board policies relating to practice and the NMC Code of conduct.

You will ensure patients receive safe, individualised and effective standards of care by assessing, planning, implementing and evaluating their care. You will communicate effectively at all times and in conjunction with other team members contributing to developing and maintaining the ward/department philosophy. You will take charge of the ward / department in the absence of the nurse in charge and support them in the efficient running of the clinical area.

MAIN DUTIES AND RESPONSIBILITIES

The following duties and responsibilities will be applicable to work undertaken in a variety of scheduled and unscheduled care settings areas.

Service Management

Manage the total nursing care competently, including the effective discharge planning where appropriate.

Undertake duties without direct supervision.

Delegate the delivery of care where appropriate and supervises its delivery.

Demonstrate that the patient's physical and psychological needs are met including their fundamental care needs.

Recognise situations that may be detrimental to health and well being of the patient.

Alert appropriate agencies when there are any concerns regarding potential/actual risk to a patient e.g. child protection, domestic violence and protection of the vulnerable adult.

Ensure changes in the patient's condition are reported to the nurse in charge.

Recognise the management and co-ordination role of the Nurse-in-Charge and refer all appropriate issues to the Nurse-in-Charge.

Ensure effective discharge planning taking into consideration the contributory factors influencing safe discharge.

Recognise and implements the principles of managing and diffusing aggressive behaviour.

Responsible for taking charge of a specified area/group of patients on a day to day basis.

Take charge of the Ward / department in the absence of Ward Sister/Charge Nurse or their deputy and provides effective leadership and management.

Work in a team with other nurses and with medical and paramedical staff giving support and sharing the day to day running of the ward / department.

Service Improvement

Monitor the quality of care being delivered, and alert the Nurse in Charge if quality is deteriorating.

Actively and constructively participate in agreed changes to practice as a result of service improvement or practice development.

Communications

Advise patients on the promotion of health and prevention of illness.

Translate complicated clinical information to an easily understood language for patient understanding.

Demonstrate politeness, courtesy and sensitivity in dealing with patients, relatives and colleagues, maintaining good customer relations.

Communicate with other members of the multi-disciplinary team to ensure that effective high quality care is given to achieve goals.

To use highly developed interpersonal skills to communicate sensitive information to patients and their relatives in a variety of settings.

Promote and maintain good working relationships with members of the multidisciplinary teams and support services.

To provide specialist advice when consulted by staff from other clinical areas.

Finance and Resources

To have due regard for economy whilst maintaining standards at all times.

Personal and People Development and People Management

Promote a learning environment in the clinical area.

Participate in induction, mentorship and teaching programmes within the Ward / Department.

Undertake self assessment of own development needs, and identifies ways of meeting those learning needs.

Take responsibility for own professional development and education needs in accordance with the NMC.

Seek out new knowledge of nursing and health by reading, enquiring and joining in continuing education programmes.

Attend mandatory training and update sessions.

Produce evidence of own continuing professional development

Information Processing

Maintain accurate patient information and ensure that confidentiality is observed.

Maintain and submits where appropriate, and as contemporaneously as is possible, the following records:

- Observations, care given and medicines / treatments administered to patients
- Variation sheet on a monthly basis
- Professional Development Portfolio

Health, Safety and Security

Recognise the impact of stress on self and other members of the Ward team, and seeks support / help when necessary.

The post holder has the responsibility for reporting and monitoring actions relation to risk, health and safety.

In the event of a Major incident, may need to participate as a member of a Medical Emergency Response Incident Team; Chemical Decontamination team.

Quality

Use evidence-based practice to maintain high standards of patient care.

Assist with nursing audit.

Be aware of and abide by all Health Board policies, procedures and guidelines relevant to the specialty.

Abide by the legal requirements and statutory rules relating to practice.

Maintain standards of conduct to sustain public in accordance with the Code (NMC 2015)

Equality and Diversity

The Equality Act 2010 upholds the rights of people to be cared for and treated in ways that support their independence and autonomy, enabling them to feel included, in control, promoting key concepts such as dignity and respect e.g. Learning Disabilities

Effort and Environmental

May be frequently exposed to sudden violent and threatening behaviour by members of the public.

May be frequently exposed to unpleasant working conditions, including bodily excretions foul smells etc.

Required to supervise work in an environment which is complex, demanding and unpredictable

Perform highly physical skills where accuracy is of paramount importance:

- intravenous and intramuscular injections
- setting up electronic drug/fluid/blood/ rapid infusing
- devices
- venous cannulation
- dressings and bandaging

Spend the majority of time standing up and walking, this includes pushing trolleys with patients on.

Required to move and handle patients both with and without mechanical aids.

Required to crouch, kneel, bend or stretch to care for patients who may be sitting, standing or lying on the floor etc.

Will be required to deal with highly sensitive and emotional situations (e.g. sudden death of a patient, sudden illness, serious injury, and mental health issues) where a sympathetic and compassionate approach is required.

Will be required to break bad news.

Work in situations of extreme workload.

Undertake formal assessment of student nurses.

Required to undertake drug calculations and near patient testing.

Occasional periods of intense concentration needed for carrying out some clinical interventions.

Concentration required for nursing critically ill patients.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	Level 1 Registered Nurse Current NMC Registration Evidence of continuing professional development, statutory and mandatory training Awareness of Health Board Policies, Procedures and Guidelines Able to relate theory to practice	Degree in Nursing Awareness of Clinical Governance Awareness of topical issues in health and social care Specialist Nursing Course in specific specialties	Application form and interview
Experience	Able to demonstrate sound knowledge	Relevant experience within speciality Able to demonstrate sound knowledge of relevant speciality	Application form and interview
Aptitude and Abilities	Ability to assess, plan, implement and evaluate care Able to meet patients' physical and psychological needs Physical assessment skills Ability to recognise and refer issues around the deteriorating patient. Able to maintain high standards of care Able to produce documentation to a high standard Able to manage	Welsh Speaker Preceptorship / mentorship skills IT skills	Application form and interview

	<p>time effectively</p> <p>Able to work in a Team</p> <p>Demonstrate willingness to develop their role</p> <p>Be competent in the use of medical equipment</p> <p>Effective communicator with patients, relatives and all members of the multidisciplinary health care team involved in primary and secondary care</p> <p>Ability to work in a calm and efficient manner in situations of extreme workload generated by major and minor trauma incidents</p> <p>Self motivator</p> <p>Able to maintain Confidentiality</p> <p>Caring attitude to patients and clients</p> <p>Shows respect to team members</p> <p>Able to work on own initiative</p> <p>Recognises own limitations</p> <p>Professional attitude to work</p>		
Circumstances	Flexible approach to needs of the service		Interview
Other			

NHS CODE OF CONDUCT FOR MANAGERS

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

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 this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The post holder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The post holder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and

services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document *Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales* stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post holder needs to ensure they are familiar with their terms and conditions of service.