

## Postoutline : Band 5 Nurse (Acute specialities)

Created On Tuesday, January 30, 2007

Created By Samantha Victor

Post Outline is Approved

### Assigned To :

**Purpose :** To be responsible for the assessment of care needs, the development of care plans, the implementation and evaluation of these care plans.

To carry out all relevant forms of care without direct supervision and maybe required to demonstrate procedures to and supervise qualified/unqualified staff.

Maybe expected to take charge of a ward in the absence of the person with continuing responsibility, but not rostered regularly in charge.

To develop professional/working relationships with colleagues and other members of the multi-disciplinary team.

To provide and receive routine information which requires tact or persuasive skills and develop a rapport with patients, relatives and carers.

To demonstrate an understanding of the Trust's Mission Statement and adapt the key principles in providing a quality service.

To supervise junior staff and be able to teach qualified and unqualified staff, including basis and or post registration duties.

Pay Band : Band 5

Reporting To : Ward Manager

### KSF Dimensions, Levels And Indicators

Dimension Type	Dimension Number	Dimension Name	Second Gateway (Full Outline)		Foundation Gateway (Subset Outline)	
			Level	Indicator	Level	Indicator
Core	C1	COMMUNICATION	3	A,B,C,D,E,F	3	A,B,C,D,E,F
Core	C2	PERSONAL AND PEOPLE DEVELOPMENT	3	A,B,C,D,E,F,G	2	A,B,C,D,E,F
Core	C3	HEALTH, SAFETY AND SECURITY	3	A,B,C,D,E	2	A,B,C,D,E,F
Core	C4	SERVICE IMPROVEMENT	2	A,B,C,D,E,F	1	A,B,C,D,E
Core	C5	QUALITY	2	A,B,C,D,E,F	2	A,B,C,D,E,F
Core	C6	EQUALITY AND DIVERSITY	2	A,B,C,D	2	A,B,C,D
Specific	HWB2	ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS	3	A,B,C,D,E,F,G	3	A,B,C,D,E,F,G

Specific	HWB5	PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS	4	A,B,C,D,E,F,G	3	A,B,C,D,E,F,G,H
Specific	HWB7	INTERVENTIONS AND TREATMENTS	3	A,B,C,D,E,F,G,H,I	3	A,B,C,D,E,F,G,H,I
Specific	IK1	INFORMATION PROCESSING	1	A,B,C,D,E	1	A,B,C,D,E

## Second Gateway (Full Outline)

Level : 3 Develop and maintain communication with people about difficult matters and/or in difficult situations

### Level Indicators:

- a) identifies the range of people likely to be involved in the communication, any potential communication differences and relevant contextual factors
- b) communicates with people in a form and manner that:
  - is consistent with their level of understanding, culture, background and preferred ways of communicating
  - is appropriate to the purpose of the communication and the context in which it is taking place
  - encourages the effective participation of all involved
- c) recognises and reflects on barriers to effective communication and modifies communication in response
- d) provides feedback to other workers on their communication at appropriate times
- e) keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.
- f) communicates in a manner that is consistent with relevant legislation, policies and procedures.

**Examples Of Application:** Documentation audit (?self or peer audit)

Series of reflections around communication events  
Attendance at communication meetings and contribution at such meetings  
Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)  
Reflection of personal contribution to MDT working  
Evidence of appropriate use of incident forms and/or H&S risk assessments  
Evidence of feedback or presentation following a study or development event undertaken  
Evidence of contribution to ward/department action plans following inspections, complaint or audit

## Foundation Gateway (Subset Outline)

Level : 3 Develop and maintain communication with people about difficult matters and/or in difficult situations

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## Second Gateway (Full Outline)

Level : 3 Develop oneself and contribute to the development of others

### Level Indicators:

- a) reflects on and evaluates how well s/he is applying knowledge and skills to meet current and emerging work demands and the requirements of the KSF outline for his/her post
- b) identifies own development needs and sets own personal development objectives in discussion with his/her reviewer
- c) takes responsibility for own personal development and maintains own personal development portfolio
- d) makes effective use of learning opportunities within and outside the workplace evaluating their effectiveness and feeding back relevant information
- e) enables others to develop and apply their knowledge and skills in practice
- f) contributes to the development of others in a manner that is consistent with legislation, policies and procedures
- g) contributes to developing the workplace as a learning environment.

**Examples Of Application:** Maintenance of PDR file  
Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)  
Reflection of personal contribution to MDT working  
Evidence of attendance at mandatory training  
Evidence of preceptorship/mentorship undertaken  
Evidence of accessing/leading informal mechanisms of professional support (e.g. debrief sessions, one to one sessions, supervision sessions)  
Evidence of feedback or presentation following a study or development event undertaken

## Foundation Gateway (Subset Outline)

Level : 2 Develop own knowledge and skills and provide information to others to help their development

### Level Indicators:

- a) assesses and identifies:
  - feedback from others on own work
  - how s/he is applying knowledge and skills in relation to the KSF outline for the post
  - own development needs and interests in the current post
  - what has been helpful in his/her learning and development to date
- b) takes an active part in the development review of own work against the KSF outline for the post with their reviewer and suggests areas for learning and development in the coming year
- c) takes responsibility for own personal development and takes an active part in learning opportunities
- d) evaluates the effectiveness of learning opportunities and alerts others to benefits and problems
- e) keeps up-to-date records of own development review process
- f) offers information to others when it will help their development and/or help them meet work demands.

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### Second Gateway (Full Outline)

Level : 3 Promote, monitor and maintain best practice in health, safety and security

#### Level Indicators:

- a) identifies:
  - the risks involved in work activities and processes
  - how to manage the risks
  - how to help others manage risk
- b) undertakes work activities consistent with:
  - legislation, policies and procedures
  - the assessment and management of risk
- c) monitors work areas and practices and ensures they:
  - are safe and free from hazards
  - conform to health, safety and security legislation, policies, procedures and guidelines
- d) takes the necessary action in relation to risks
- e) identifies how health, safety and security can be improved and takes action to put this into effect.

**Examples Of Application:** Reflection of action undertaken following an emergency  
Evidence of appropriate use of incident forms and/or H&S risk assessments  
Evidence of attendance at mandatory training  
Evidence of contribution to ward/department action plans following inspections, complaint or audit

### Foundation Gateway (Subset Outline)

Level : 2 Monitor and maintain health, safety and security of self and others

#### Level Indicators:

- a) identifies and assesses the potential risks involved in work activities and processes for self and others
- b) identifies how best to manage the risks
- c) undertakes work activities consistent with:
  - legislation, policies and procedures
  - the assessment and management of risk
- d) takes the appropriate action to manage an emergency summoning assistance immediately when this is necessary
- e) reports actual or potential problems that may put health, safety and security at risk and suggests how they might be addressed
- f) supports others in maintaining health, safety and security.

**Examples of Application:** Reflection of action undertaken following an emergency  
Evidence of appropriate use of incident forms and/or H&S risk assessments  
Evidence of attendance at mandatory training  
Evidence of contribution to ward/department action plans following inspections, complaint or audit

## Second Gateway (Full Outline)

Level : 2 Contribute to the improvement of services

### Level Indicators:

- a) discusses and agrees with the work team
  - the implications of direction, policies and strategies on their current practice
  - the changes that they can make as a team
  - the changes s/he can make as an individual
  - how to take the changes forward
- b) constructively makes agreed changes to own work in the agreed timescale seeking support as and when necessary
- c) supports others in understanding the need for and making agreed changes
- d) evaluates own and other's work when required to do so completing relevant documentation
- e) makes constructive suggestions as to how services can be improved for users and the public
- f) constructively identifies issues with direction, policies and strategies in the interests of users and the public.

**Examples Of Application:** Evidence of feedback or presentation following a study or development event undertaken  
Evidence of contribution to ward/department action plans following inspections, complaint or audit  
Evidence of contribution to ward/department operational plan and/or modernisation agenda

## Foundation Gateway (Subset Outline)

Level : 1 Make changes in own practice and offer suggestions for improving services

### Level Indicators:

- a) discusses with line manager / work team the changes that need to be made in own practice and the reasons for them
- b) adapts own practice as agreed and to time seeking support if necessary
- c) effectively carries out tasks related to evaluating services when asked
- d) passes on to the appropriate person constructive views and ideas on improving services for users and the public
- e) alerts line manager / work team when direction, policies and strategies are adversely affecting users of services or the public

**Examples of Application:** Evidence of feedback or presentation following a study or development event undertaken  
Evidence of contribution to ward/department action plans following inspections, complaint or audit  
Evidence of contribution to ward/department operational plan and/or modernisation agenda

## Second Gateway (Full Outline)

Level : 2 Maintain quality in own work and encourage others to do so

### Level Indicators:

- a) acts consistently with legislation, policies, procedures and other quality approaches and encourages others to do so
- b) works within the limits of own competence and levels of responsibility and accountability in the work team and organisation
- c) works as an effective and responsible team member
- d) prioritises own workload and organises own work to meet these priorities and reduce risks to quality
- e) uses and maintains resources efficiently and effectively and encourages others to do so
- f) monitors the quality of work in own area and alerts others to quality issues.

**Examples Of Application:** Documentation audit (?self or peer audit)

Attendance at communication meetings and contribution at such meetings  
Evidence of appropriate use of incident forms and/or H&S risk assessments  
Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)  
Reflection of personal contribution to MDT working  
Evidence of feedback or presentation following a study or development event undertaken  
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Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)

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### Second Gateway (Full Outline)

Level : 2 Support equality and value diversity

#### Level Indicators:

- a) recognises the importance of people's rights and acts in accordance with legislation, policies and procedures
- b) acts in ways that:
  - acknowledge and recognise people's expressed beliefs, preferences and choices
  - respect diversity
  - value people as individuals
- c) takes account of own behaviour and its effect on others
- d) identifies and takes action when own or others' behaviour undermines equality and diversity.

**Examples Of Application:** Series of reflections around communication events  
Evidence of preceptorship/mentorship undertaken  
Evidence of feedback or presentation following a study or development event undertaken  
Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)  
Reflection of personal contribution to MDT working

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Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)  
Reflection of personal contribution to MDT working



### Second Gateway (Full Outline)

Level : 3 Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs

#### Level Indicators:

- a) plans the assessment of people's health and wellbeing needs and prepares for it to take place
- b) explains clearly to people:
  - own role, responsibilities and accountability
  - the information that is needed from the assessment and who might have access to it
  - the benefits and risks of the assessment process and alternatives approaches
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) uses assessment methods and processes of reasoning that
  - are based on available evidence
  - are appropriate for the people concerned
  - obtain sufficient information for informed decision making
  - s/he has the knowledge, skills and experience to use effectively
  - are consistent with legislation, policies and procedures
- e) considers and interprets all of the information available and makes a justifiable assessment of people's health and well-being, related needs and risks and explains the outcomes to those concerned
- f) develops and records care plans that are appropriate to the people concerned and:
  - are consistent with the outcomes of assessing their health and wellbeing needs
  - identify the risks that need to be managed
  - have clear goals
  - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
  - are consistent with the resources available
  - note people's wishes and needs that it was not possible to meet
- g) monitors the implementation of care plans and makes changes to meet people's needs

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Level : 3 Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs

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**Examples Of Application:** Documentation audit (?self or peer audit)

Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)

Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)

Evidence of contribution to ward/department action plans following inspections, complaint or audit

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Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)

Evidence of contribution to ward/department action plans following inspections, complaint or audit

## Second Gateway (Full Outline)

Level : 4 Plan, deliver and evaluate care to address people's complex health and wellbeing needs

### Level Indicators:

- a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- b) identifies with the people concerned:
  - goals for the specific activities to be undertaken within the context of their overall care plan and their complex health and wellbeing needs
  - the nature of the different aspects of care needed to meet their complex needs
  - the involvement of other people and/or agencies
  - relevant evidence-based practice and/or clinical guidelines
  - how to manage possible risks
- c) undertakes care in a manner that is consistent with:
  - evidence-based practice and/or clinical guidelines
  - multidisciplinary team working
  - his/her own knowledge, skills and experience
  - legislation, policies and proceduresapplying own skills, knowledge and experience and using considered judgment to meet people's different care needs
- d) takes the appropriate action to address any issues or risks
- e) evaluates the effectiveness of care and makes any necessary modifications
- f) provides effective feedback to inform the overall care plan
- g) makes complete records of the work undertaken, people's health and wellbeing, needs and related risks.

**Examples Of Application:** Documentation audit (?self or peer audit)

Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)

Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)

Evidence of contribution to ward/department action plans following inspections, complaint or audit

## Foundation Gateway (Subset Outline)

Level : 3 Plan, deliver and evaluate care to meet people's health and wellbeing needs

### Level Indicators:

- a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- b) identifies with the people concerned:
  - goals for the specific activities to be undertaken within the context of their overall care plan and their health and wellbeing needs
  - the nature of the different aspects of care
  - the involvement of other people and/or agencies
  - relevant evidence-based practice and/or clinical guidelines
- c) prepares appropriately for the care to be undertaken
- d) undertakes care in a manner that is consistent with:
  - evidence-based practice and/or clinical guidelines
  - multidisciplinary team working
  - his/her own knowledge, skills and experience
  - legislation, policies and procedures
- e) takes the appropriate action to address any issues or risks
- f) reviews the effectiveness of specific activities as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall care plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the activities undertaken and any risks.

**Examples of Application:** Documentation audit (?self or peer audit)

Evidence of appropriate use of care assessment processes (e.g. care planning, Unified Assessment, Continuing Health Care Assessment)

Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)

Evidence of contribution to ward/department action plans following inspections, complaint or audit

## Second Gateway (Full Outline)

Level : 3 Plan, deliver and evaluate interventions and/or treatments

### Level Indicators:

- a) respects individuals' dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- b) identifies with the individuals concerned:
  - goals for the specific activities to be undertaken within the context of the overall treatment plan and the individual's physiological and/or psychological functioning
  - the nature of the different aspects of the intervention / treatment
  - the involvement of other people and/or agencies
  - relevant evidence-based practice and/or clinical guidelines
  - any specific precautions or contraindications to the proposed interventions / treatments and takes the appropriate action
- c) prepares appropriately for the intervention / treatment to be undertaken
- d) undertakes the intervention / treatment in a manner that is consistent with:
  - evidence-based practice and/or clinical guidelines / established theories and models
  - multidisciplinary team working
  - his/her own knowledge, skills and experience
  - legislation, policies and procedures and/or established protocols
- e) monitors individuals' reactions to interventions/treatment and takes the appropriate action to address any issues or risks
- f) reviews the effectiveness of the interventions/treatments as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall treatment plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the interventions/treatment undertaken and outcomes
- i) responds to, records and reports any adverse events or incidents relating to the intervention/treatment with an appropriate degree of urgency.

## Foundation Gateway (Subset Outline)

Level : 3 Plan, deliver and evaluate interventions and/or treatments

### Level Indicators:

- a) respects individuals' dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- b) identifies with the individuals concerned:
  - goals for the specific activities to be undertaken within the context of the overall treatment plan and the individual's physiological and/or psychological functioning
  - the nature of the different aspects of the intervention / treatment
  - the involvement of other people and/or agencies
  - relevant evidence-based practice and/or clinical guidelines
  - any specific precautions or contraindications to the proposed interventions / treatments and takes the appropriate action
- c) prepares appropriately for the intervention / treatment to be undertaken
- d) undertakes the intervention / treatment in a manner that is consistent with:
  - evidence-based practice and/or clinical guidelines / established theories and models
  - multidisciplinary team working
  - his/her own knowledge, skills and experience
  - legislation, policies and procedures and/or established protocols
- e) monitors individuals' reactions to interventions/treatment and takes the appropriate action to address any issues or risks
- f) reviews the effectiveness of the interventions/treatments as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall treatment plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the interventions/treatment undertaken and outcomes
- i) responds to, records and reports any adverse events or incidents relating to the intervention/treatment with an appropriate degree of urgency.

**Examples Of Application:** Documentation audit (?self or peer audit)

Evidence of promotion of own competence and action taken to correct previously identified deficiencies in practice (in accordance with NMC guidelines)

Evidence of contribution to ward/department action plans following inspections, complaint or audit

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### Second Gateway (Full Outline)

Level : 1 Input, store and provide data and information

#### Level Indicators:

- a) inputs data and information accurately and completely:
  - using the correct formats
  - consistent with legislation, policies and procedures
- b) uses available automated facilities for checking the data/information and for resolving difficulties in using applications
- c) finds and provides requested data/information using agreed procedures and formats
- d) maintains the integrity of data/information using agreed procedures
- e) stores data/information safely and correctly

**Examples Of Application:** Evidence of training and use of electronic systems (e.g. Trust Intranet, Diagnostic Results, Patient Information)

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