



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board

JOB DESCRIPTION

JOB DETAILS

Job Title: Registered Nurse
Grade; Band 5
Locality: Swansea Locality Integrated Medicine

ORGANISATIONAL ARRANGEMENTS

Clinically and Professionally Responsible to: Head of Nursing via line management system (Ward manager- lead Nurse-Senior Nurse)

Managerially Responsible to: Head of Operational services via line management system (Ward manager- lead Nurse-Senior Nurse)

ROLE

To work within the ward or department and participate in and assist the Ward Manager in making the best use of all available resources, to ensure that the care given is of the highest possible standard and meets the needs of each individual patient.

KEY RESPONSIBILITIES

1. Clinical Responsibilities

- 1.1 Is expected to carry out all relevant forms of care to meet the needs of the individual.
- 1.2 Responsible for assessing care needs, developing, implementing and evaluating program's of care.
- 1.3 Ensure the safety of the patient at all times by observing the procedures and policies of the Health Board adheres to the NMC Code of Conduct and associated advisory documents.
- 1.4 May be required to demonstrate procedures and supervise qualifies / unqualified staff.

- 1.5 Communicate between the Nursing and Medical staff to relay information necessary to ensure that the patient receives the prescribed treatment and care.
- 1.6 Ensure that all changes in the patient's condition are assessed, and acted on appropriately and reported to the Ward Sister / Charge Nurse or medical staff.
- 1.7 Assist the Ward Sister / Charge Nurse and participate in:
 - a) Giving re-assurance and explanation to patients and their relatives to prepare them psychologically for treatment policies or operation.
 - b) Teaching and advising patients and relatives about instructions necessary for their discharge and allaying any fears which they may have regarding their condition.
- 1.8 Communicate with Community Services and general practitioners where necessary, ensuring the relevant documentation is completed.
- 1.9 Responsible for implementing infection control policies and procedures of ABMU LHB, to ensure high standards with regard to infection control precautions maintained at all times. Responsibility to liaise with colleagues, families, carers and patients to ensure all have an understanding and are adhering to best practice at all times. Advice to be obtained from infection control teams when required.

2. Management Responsibilities

- 2.1 Designated to take charge on an ad hoc basis, e.g. sickness, in the absence of a more senior member of staff.
- 2.2 Maintain good working relations with colleagues thus creating a happy environment in which to work.
- 2.3 Be aware of budgetary control.
- 2.4 Ensure the safekeeping of patients' property whilst in the ward or department in accordance with the Health Board's procedure.
- 2.5 Ensure an effective communications network by relaying all relevant information from all sources to other members of the team.
- 2.6 Assist in maintaining a safe working area by observing the requirements of the Health and Safety at Work Act. Take action where necessary to prevent and report accidents.
- 2.7 Be aware of fire regulations within the hospital and be clear as to your role in the event of a fire.
- 2.8 Ensure personal proficiency in the correct use and maintenance of equipment.
- 2.9 Assist the Ward Sister / Charge Nurse in staff development, identifying individual needs as necessary.
- 2.10 Assist the Ward Sister / Charge Nurse in the investigation of consumer comments and complaints and take remedial action when required.
- 2.11 Maintain ward stock and supply levels with all due regard to economy and cost effectiveness.
- 2.12 To assist the Ward Sister / Charge Nurse in the supervision of non-nursing staff.
- 2.13 To utilize the manpower available ensuring the correct grade mix is identified to meet the needs of the ward.
- 2.14 To maintain accurate records and to ensure that confidentiality of records is observed.

- 2.15 To adhere to the Health Boards Policy and Procedure for the Prescribing, Ordering, Storage and Administration of Medicinal Products.

3. Teaching Responsibilities

- 3.1 Assist the Ward Sister / Charge Nurse in ensuring the teaching, training and development of all staff.
- 3.2 Assist the Ward Sister / Charge Nurse in undertaking formal and informal teaching of the ward.
- 3.3 Assist the Ward Sister / Charge Nurse with the induction of newly appointed staff and in ensuring that all staff are conversant with the policies and procedures of the Trust.

4. Personal Development

- 4.1 Keep up to date with new nursing techniques and technology.
- 4.2 Attend relevant study days and courses for further individual and professional development.
- 4.3 Participate in, and promote research – based practice.
- 4.4 Participate in the implementation of the ABMU LHB Clinical Governance and Nursing Strategies.
- 4.5 Ensure attendance at all Statutory and Mandatory training

This job description is not finite and will be reviewed periodically in consultation with the post holder.

This post will be subject to a disclosure check by the Criminal Records Bureau.

NOTE

HEALTH AND SAFETY

The post holder must ensure that they comply with health and safety legislation and supporting health and safety policies and procedures.

The post holder must ensure that they operate in a safe manner at all times, ensuring the safety of themselves or others.

NO SMOKING POLICY

The ABMU LHB adopts a policy of encouraging all its staff not to smoke for the benefit of their health.

Smokers are welcome to apply for posts and their applications will be treated on the same basis as those of non-smokers.

Smoking is not permitted at the workplace and applicants are advised to discuss this at interview if they are smokers.

DIRECTORATE OF: Swansea Locality

PERSON SPECIFICATION

Job Title:					
Criteria			How Tested		
Qualifications	Essential	Desirable	Application	Interview	Presentation
Registered Level Nurse	√		√		
Demonstrate evidence of relevant post-registration education and professional updating	√		√		
Relevant Degree or working towards equivalent		√	√		
Experience					
Can demonstrate a record of achievement in developing clinical practice	√		√	√	√
Knowledge of clinical governance	√		√	√	√
Ability to utilise research and reliable evidence to inform and advance nursing practice	√		√	√	√
Understanding of clinical and non-clinical risk assessment		√	√	√	√
Skills & Abilities					
Good communication skills	√		√	√	√
Good organizational skills	√		√	√	√
Articulate with strong influencing skills	√		√	√	√
Awareness of Health & Safety responsibilities	√		√	√	√
Ability to work in a multi-disciplinary team	√		√	√	√
Creative and innovative	√		√	√	√
Ability to work as part of a team	√		√	√	√
Ability to develop others		√	√	√	√
Personal Attributes					
Patient & understanding			√	√	√
Motivated and enthusiastic			√	√	√
Approachable & friendly			√	√	√
Team worker			√	√	√
Flexible approach to work			√	√	√