

### Job Description

Job Information	
<b>Job Title:</b>	Registered Nurse
<b>Directorate / Service:</b>	
<b>AfC Band:</b>	5
<b>Accountable to:</b>	Divisional Nurse Director
<b>Reports to:</b>	Ward Manager
<b>Base Location:</b>	
<b>AFC Job Code:</b>	NM.NS.R0457
<b>ESR Position Number:</b>	

Job Summary
<p>The postholder will be responsible and accountable for the assessment, planning, delivery and evaluation of nursing care.            Work as a member of the multi-disciplinary team and undertake delegated tasks from the ward sister/charge nurse            Following successful completion of foundation gateway will be required to take charge of ward/department for a span of duty            The postholder will always work within the NMC's Code of Professional Conduct</p>
Key responsibilities
<p><b>Clinical Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participate in maintaining a safe, comfortable and therapeutic environment for all patients and carers and maintain agreed standards of nursing care.</li> <li>• Determines nursing priorities and plans patient care. Informs the nurse in charge when changes in circumstances may affect patient care.</li> <li>• Maintain nursing records in accordance with the NMC and Trust guidelines.</li> <li>• Maintain and improve quality of patient care through contribution to the development of Essence of Care and clinical benchmarking within the unit</li> <li>• Ensure due regard is given to customs, values and spiritual beliefs of patients.</li> <li>• Providing information and support to patients/carers, and ensuring all those involved in the care are aware of changes in the patients' condition.</li> <li>• Assist in the safe custody, checking and administration of drugs</li> <li>• To develop the clinical knowledge and skills to care for acutely ill patients admitted via both planned and unplanned routes.</li> <li>• To undertake expanded practice, under supervision, in order to optimise patient care and in accordance with ward/department and Trust policies.</li> </ul>

- Involve patients and carers in the planning and delivery of care
- Ensure effective lines of communication within the ward/department multidisciplinary team

### **Management/Leadership Responsibility**

- Ensure that all equipment is checked and maintained in safe working order.
- Manage allocated workload and provides supervision of less experienced staff.
- Practice and promote safe and efficient use of all resources.
- Reports all incidents, accidents and complaints to the unit manager and completes Trust incident forms in accordance with risk management policies.
- Ensures compliance with Trust policies and procedures
- Ensure own standards are maintained in relation to clinical governance
- Provides leadership in the monitoring of standards of care
- Act as shift coordinator in rotation with other nurses in the team

\* The post holder shall as necessary provide cover for and undertake duties of absent colleagues.

\* The post holder shall follow all the policies and procedures of the organisation.

### **Education and training development**

- Attend induction course / orientation course and mandatory study days.
- Contributes to the development of an effective and responsive clinical learning environment
- To act as a mentor for pre registration students once completed own preceptorship period
- Take every reasonable opportunity to maintain and improve own professional knowledge and competence.
- Participate in the research, audit and development of new ideas, and assist with the implementation of research/audit findings in conjunction with other members of the unit team.
- Maintain personal record of professional development

### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.

- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

### **Infection Prevention & Control**

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

### **Confidentiality**

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

### **Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

### **Management of Risk & Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

### **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

### **IT Skills**

All staff are expected to have or to gain a minimum of basic level IT skills to enable

them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

### **Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

### **Professional Responsibility**

- Act at all times in a manner that upholds the reputation of the Trust and safeguards the wellbeing and dignity of patients and their relatives.
- Act always in accordance with the NMC Code of Conduct and Guidance documents and maintain active status on NMC Register.
- Take every reasonable opportunity to sustain and improve knowledge.
- Identify objectives within a PDP that support the delivery of high standards of clinical care

### **Change of Job Description**

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

### Person Specification

<b>Job Title:</b>	Registered Nurse		
<b>AfC Band:</b>	5	<b>AfC Job Code:</b>	NM.NS.R0457

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Registered Nurse, current NMC registration	Y		
2	Diploma in Nursing	Y		
3	Mentorship/teaching qualification		Y	
4	Post registration qualification in relevant specialty		Y	
	Experience	Essential	Desirable	Assessment
5	Post registration experience and successful completion of band 5 foundation gateway competencies Recent acute hospital experience [including as a student nurse]	Y	Y	
6	Experience within relevant clinical setting	Y		
7	Evidence of maintaining a clinical learning environment.	Y		
8	Evidence of working with students	Y		
	Knowledge	Essential	Desirable	Assessment
9	Knowledge of current nursing issues and clinical governance	Y		
10	Demonstrates awareness of own limitations	Y		
	Skills	Essential	Desirable	Assessment
11	Ability to organise workload and delegate tasks appropriately	Y		
12	Ability to work as part of a team	Y		
13	Ability to support less experienced staff	Y		
14	Ability to problem solve	Y		

15	Good written and verbal communication skills	Y		
16	Basic IT skills, including e-mail and word processing		Y	
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
17	Supportive of colleagues	Y		
18	Ability to work in changing environments	Y		
19	Committed to high standards of patient care.	Y		
20	Exemplary personal standards of conduct and behaviour	Y		
21	Maintain both personal and professional development	Y		
22	Willingness to be flexible and adaptable	Y		