





## Job Description

1. JOB DETAILS	
<b>Job title:</b>	<b>Casual Registered Nurse</b>
<b>Accountable to:</b>	
<b>Managerially</b>	<b>Bank Staff Manager</b>
<b>Professionally</b>	<b>Director of Nursing</b>
<b>Location:</b>	<b>Cumberland Infirmary, Carlisle / West Cumberland Hospital, Whitehaven</b>
2. JOB SUMMARY	
<p>Assess, plan, deliver and evaluate nursing care, operating as a member of the multidisciplinary team. Contribute as requested by the ward sister / charge nurse to the smooth running of the unit. Possess relevant skills to work in different nursing disciplines.</p> <p>All staff are expected to work to the Trust Values:</p> <div>  <p><b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div>  <p><b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div>  <p><b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div>  <p><b>Collaboration</b> – We are stronger and better working together with and for our patients.</p> </div>	
3. ROLE OF DEPARTMENT	
<p>Meet the staffing needs of the Trust by responding to requests from wards and departments for Registered Nurse cover. Ensure the Trust follows the Department of Health Code of Practice for the Supply of Temporary Staffing. Ensure the Trust implements the Mandatory 35 NHSP Standards. Provide bank staff members that have the skills to help meet the needs of each directorate and be flexible enough to respond to short notice requests to work. Provide bank staff members who are able to provide one to one support to patients with a range of complex needs/problems which may include patients who have learning disabilities, mental health, medical, surgical, elderly care or orthopaedic</p>	

problems.
<b>4. ORGANISATIONAL CHART</b>
<p style="text-align: center;">Director of Human Resources</p> <p style="text-align: center;">Bank Staff Manager</p> <p style="text-align: center;">Bank Staff Co-ordinators x 2 part-time</p> <p style="text-align: center;"><b>Casual Registered Nurse</b></p>
<b>5. KEY WORKING RELATIONSHIPS</b>
<p>Patients and relatives.</p> <p>Unit staff.</p> <p>MDT members.</p> <p>Medical staff.</p> <p>Other healthcare professionals.</p> <p>Other wards and departments.</p> <p>Primary healthcare staff.</p> <p>Interserve and members of ancillary staff as required</p>
<b>6. DUTIES AND RESPONSIBILITIES OF THE POST</b>
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Manage and provide delegated aspects of patient care.</li> <li>• Act in accordance with the NMC code of professional conduct and other professional guidelines, being personally accountable for your professional practice, judgement and conduct.</li> <li>• Take history as requested, assess, plan and deliver individualised care within the policy and protocol frameworks.</li> <li>• Carry out relevant investigations / procedures, assessing / interpreting abnormal results and other patient conditions and taking appropriate action to ensure safety of patient according to the National Institute of Clinical Excellence (NICE) guidelines.</li> <li>• Ensure privacy, dignity and confidentiality are maintained at all times when providing patient care.</li> <li>• Communicate with empathy, reassurance and understanding.</li> <li>• Discuss information about patients' medical condition, allowing them to voice any questions and concerns, and always acting in their best interests.</li> <li>• Advise the patient of health promotion, giving effective advice, taking into account patient's diverse needs.</li> <li>• Check blood results, and inform relevant consultant, nurse care team and other services as required of any abnormalities.</li> <li>• Assist other nurses in the ward team as necessary.</li> <li>• Comply with infection prevention and control procedures at all times.</li> <li>• Ensure appropriate moving and handling techniques are used accordingly with patients who have poor mobility.</li> <li>• Comply with responsibility to safeguard children and vulnerable adults, ensuring attendance at appropriate training.</li> <li>• Take personal responsibility for putting the person receiving care first, and to challenge poor care, doing so as soon as any shortcomings are seen.</li> </ul>

### **Administration**

- Maintain accurate records of the care given as per NMC guidance, ensuring accurate data input into all computerised systems.
- Ensure safe keeping and transfer of notes, and that location is updated appropriately on PAS.
- Assist with discharge planning.
- Ensure equipment is checked on a regular basis, disposing of waste appropriately according to guidelines.
- Ensure confidentiality when using hospital IT networks to access patient information, utilising patient administration systems, infoflex and the hospital results systems.
- Assist in developing an environment that supports the value of nursing care.
- Liaise and communicate effectively with other members of the nursing and multidisciplinary team to ensure confidentiality and appropriate care for patients.
- Participate in the Trust risk management strategy and agreed protocols.
- Contribute to the patient, carer and public involvement strategy.
- Ensure the promotion of the safety of patients, staff and visitors to the unit. Identify and address potential risks.
- Ensure that the Trust policies and guidelines relevant to the unit are given due consideration.
- Participate in the Trust's clinical governance agenda, PCPI and Essence of Care initiative.
- Have regard for, and an understanding of budgetary implications of decisions. Ensure efficient and effective use of physical and financial resources.
- Contribute to the continuing development of the unit philosophy.
- Assist in the investigation of complaints, adverse events and patient feedback.

### **Management**

- Act as a clinical supervisor as agreed with the ward manager.
- Contribute and participate in the review of staff performance / appraisal.
- Deputise for the nurse in charge, when required.

### **Education**

- Undertake and participate in research, surveys or audits as required.
- Assist with establishment of evidence based practice that contributes to the development and evaluation of nursing procedures in the unit.
- Contribute to meeting the learning needs of other team members.
- Share expertise and knowledge with colleagues and members of the MDT.
- Act as a mentor or preceptor for students or less experienced staff as required.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.

### **The Trust is committed to support employee health and wellbeing**

Under NICE guideline on 'Workplace health: Management practices, and Recommendations' the Trust is committed to offering employees help and encouragement to build supportive relationships.

## **7. WORK SETTING AND REVIEW**

<p>Work unsupervised to tasks as set by the Nurse in Charge. The Bank Staff Manager will review performance and undertake appraisal.</p>
<p><b>8. INDIVIDUAL RESPONSIBILITIES</b></p>
<p>The post holder is expected to</p> <ul style="list-style-type: none"> <li>• adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies</li> <li>• attend mandatory training as identified by the Trust</li> <li>• adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections</li> </ul>
<p><b>9. CONFIDENTIALITY</b></p>
<p>The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.</p>
<p><b>10. HEALTH AND SAFETY</b></p>
<p>Employees must be aware of the responsibilities placed upon them under the Health &amp; Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.</p>
<p><b>11. RISK MANAGEMENT</b></p>
<p>All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.</p>
<p><b>12. EQUALITY AND DIVERSITY</b></p>
<p>All employees of the Trust have responsibility to:</p> <ul style="list-style-type: none"> <li>▪ Act in ways that support equality and value diversity.</li> <li>▪ Treat everyone with whom they come into contact with dignity and respect.</li> <li>▪ Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.</li> </ul>
<p><b>13. SAFEGUARDING</b></p>
<p>All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.</p> <p>Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.</p>

#### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

## PERSON SPECIFICATION

### North Cumbria Integrated Care NHS Foundation Trust

POST TITLE: **Casual Registered Nurse**

Factor	Essential	Desirable
Qualifications	Registered Nurse with active registration.	NST 307 or equivalent. Further relevant postgraduate development or equivalent.
Experience	Work in a caring environment. Able to deal with a continually changing workload.	Relevant nursing duties. Teaching / mentoring. NHS employment.
Knowledge	Continuing professional development with portfolio. NMC code of conduct.	Clinical governance. Nursing strategy. Nursing policies and procedures.
Skills and Aptitudes	Well developed communication and interpersonal skills. Interpreting baseline observations. Able to use initiative appropriately. Able to work within a team without close supervision. Organisational skills. Ability to demonstrate the compassionate values and behaviours needed for dignified care.	Extended clinical skills e.g. venepuncture, ECG interpretation. Problem solving skills. Leadership skills. IT skills.
Personal Circumstances	Empathy. Positive approach to change. Non-judgemental.	
Other Requirements	Flexible working. Commitment to continuing professional development.	Willing to undertake teaching and educate other professionals and students.

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.