

Job Description

Job title	RN / RSCN
Grade	Band 5
Reports to	Ward/Department leader
Accountable to	Clinical Lead
Directorate	Urgent & Integrated Care Family & Surgical Services
Department/Ward	Temporary Staffing

JOB PURPOSE

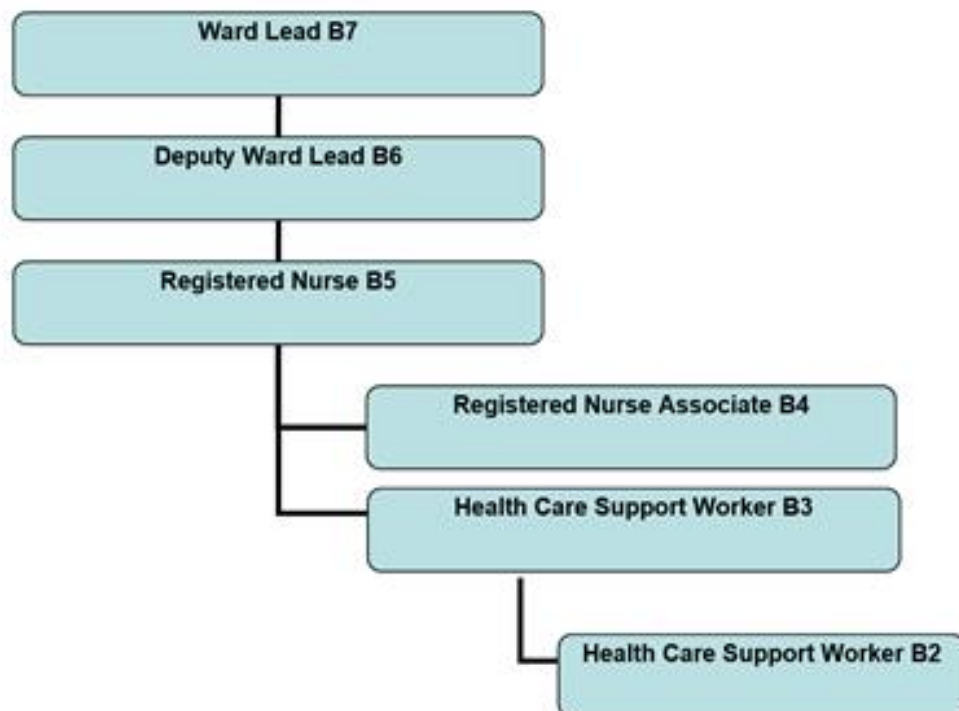
To support the established nursing team ensuring the delivery and maintenance of a high standard of that is patient centred and evidence based.

To undertake all duties listed however these duties will vary from speciality to speciality in some cases this could include working with children and young people right through to older people. No duties should be undertaken unless appropriate training or induction has taken place in accordance with trust policies.

FREEDOM TO ACT

- Works within standard operating procedures as defined by the job description and with the ward leaders guidance as required
- Identify patients at risk and making appropriate referrals under the medical and safeguarding pathways
- Have a duty of candour with patients, relatives and carers

ORGANISATION CHART



Responsibility for Patients

- Access, plan, implement and evaluate individual patient care.
- Communicate effectively with patients, visitor, and the multidisciplinary team.
- Co-ordinate patient centred care from admission to discharge
- Maintain accurate patient records
- Act as patients' advocate
- Promote the health and empowerment of patients
- To ensure that the patients changing needs are identified and changes initiated or communicated to others

Communication and working relationships

- Provide clear and concise verbal communication to patients, clients and multidisciplinary teams.
- Assist in welcoming patients to the ward and introducing them to other patients, staff and ward facilities
- Ensure all documentation applicable for job role is recorded accurately, legibly signed and dated in accordance with trust policies and procedures
- Communicates effectively with a range of people about day-to-day tasks as required within limits of job role
- Listens to and respects the needs of patients and/or colleagues
- Applies appropriate communication methods using a range of verbal and non-verbal skills helping patients/relatives overcome barriers to understanding when English is not their first language.
- Works as part of the MDT to ensure holistic care for patients and their relatives
- Reporting to the nurse in charge any complaints, comments or requests from patients or visitors
- Role models the Trust's behaviour standard addressing/reporting the behaviour that is not acceptable

Analytical and Judgemental skills

- Appropriately report complaints or concerns to the Nurse in Charge
- To escalate and report adverse incidents via the DATIX system
- In an emergency, respond appropriately
- Prioritise own workload and be able to work independently within the scope of the role

Planning and organisational skills

- Organises own day to day activities, prioritising tasks within the scope of the role.
- Ensure all written and electronic documentation is recorded accurately and in accordance with Trust policies and procedures

Responsibility for Policy and Service Development

- Follow safe working practice and take reasonable measures for the protection of self and others

Responsibility for Financial and Physical Resources

- Ensure all equipment is used correctly and according to hospital policy and report any faulty equipment appropriately.
- Maintain safety of patients, personal clothing and property in accordance with agreed policies related to security and confidentiality including assisting with checking and documentation of patient's property and valuables on admission and discharge.
- Understand the cost of resources and utilising appropriately to minimise financial waste without compromising patient care
- Store equipment and materials safely and securely when not in use and maintain correct level of cleanliness of equipment

Responsibility for Staff

- Ensure any specific extended skills are only undertaken within scope of competence
- Support new healthcare workers and students in the clinical setting
- Accept the concept of clinical supervision to reflect on own performance

Responsibility for Information Resources

- Records personally generated information, e.g. patient observations, accurately and in a timely manner ensuring information is handled securely and stored in the correct place
- Adequate IT skills to fulfil duties of post
- Information processing using relevant systems and in accordance with Information Governance requirements

Responsibility for Research and Development

- Occasionally participates in surveys or audits for own work area.
- Participate in clinical trials of equipment or techniques where appropriate
- Continually evaluate own knowledge and practice, addressing any areas of interest and make effective use of learning opportunities



Physical Effort

Frequent moderate effort for several short periods of time in order to assist patients with turning, toileting, washing etc.

Mental Effort

- Ability to concentrate with occasional interruptions and adaptations
- Ability to adapt to changes in the situation or to plan of care, in order to accommodate unpredictable patient events/behaviour/conditions/workload
- Be able to escalate challenging situations or behaviour from patients or staff in order to maintain a safe, professional environment.

Emotional Effort

Occasional distressing/emotional circumstances as a result of caring for patients with chronic/serious acute conditions or terminal illness.

Working Conditions

Frequent exposure to body fluids and soiled linen.

1 <u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u> (Please tick as appropriate)				
Patient contact	x	Lone working	x	Working in isolation
Passenger / Client Transport		Exposure prone procedures		Patient Handling
Strenuous Physical Activity		DSE user (defined in DSE Regs)		Confined Spaces
Night working	x	Food Handling / Preparation	X	Working at heights
Working with vibratory tools		Noisy Environment Working		Safety Critical Work

Working with respiratory irritants (including latex)	x	Please specify Gloves
Working with substances hazardous to health		Please specify COSHH
Other		Please specify

2 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as a worker you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents

3 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All workers have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

4 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both Temporary staffing Department and the worker and the effective date of when the role changed entered.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both temporary staffing Department and worker and a copy retained on the personal file.

Signed.....Date.....Temporary Staffing

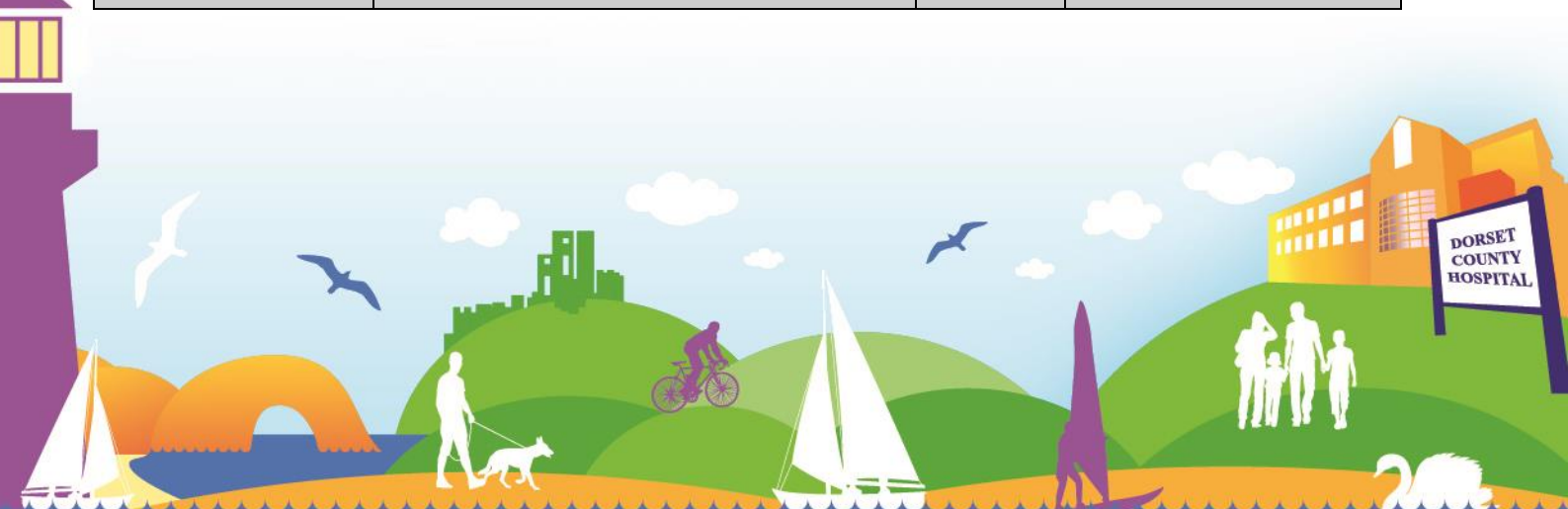
Signed.....Date.....Worker

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs.

PERSON SPECIFICATION

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
EDUCATION, QUALIFICATIONS & TRAINING	NMC Registered Nurse Or NMC Registered Sick Children's Nurse Evidence of Continued professional development		<i>Application and Interview</i> <i>Professional Portfolio</i>
E, Q & T total score:			
KNOWLEDGE & EXPERIENCE	Minimum of 1 year's post registration experience in an acute setting. Understanding of professional nursing issues.		<i>Application and Interview</i>
K & E Total Score			



Outstanding Care, Outstanding Careers

SKILLS & ABILITIES	<p>Evidence of ability to practice as competent practitioner.</p> <p>Evidence of ability to maintain effective working relationships with colleagues, patients and visitors.</p> <p>Evidence of an ability to manage time effectively.</p> <p>Understanding of clinical governance and its requirements especially risk management.</p> <p>Demonstrate an understanding of confidentiality.</p>		<i>Application and Interview</i>
S & A Total Score			
Total shortlisting score:			

Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA

Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria



Outstanding Care, Outstanding Careers