

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Registered Nurse |
| **Reports to** | Ward/Department Manager |
| **Band** | 5 |
| **Department/Directorate** | Medical Imaging |

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| **JOB PURPOSE** |
| * To be responsible for the standards of patient care and services within the team, ensuring that nursing practice and patient services are in line with NMC Codes, statutory and Trust requirements. * To provide direction, supervision and control to team members in order that they provide patient care and services which are appropriate to the individual needs of the patient and the ward/unit. * To provide clinical leadership within the unit in absence of Charge Nurses. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To assess, plan, deliver and evaluate the individual care requirements of patients using the designated nursing model and processes. * To provide supervision and instruction to team members in their implementation and evaluation of care programmes. * To supervise and instruct support staff so that they integrate into the team and operate effectively within the boundaries of their role. * Manage & co-ordinate the Recovery Bay, liaising with the Site Management team, wards & departments as necessary. To also be aware of & fully understand the Escalation Policy & how to implement it. * To become competent & proficient team members in all areas covered within the Radiology Unit- to include Interventional Radiology, Fluoroscopy, Recovery Bay, CT & MRI. * To be fully aware of and responsible for completing room checklists, ensuring all equipment is clean and in a good working condition. * On a rotational basis provide nursing support for radiology lists performed at the Community Diagnostic Centre. * Be aware of the need for timely stock management and know how to order items using the in-house ordering system for Radiology. * Liaise with the Porter Dispatcher to optimise patient flow from wards to the department. * To ensure safe admission and discharge processes are followed for all patients. * To undertake a thorough, complete, safe & timely transfer of patients to other departments following the SOP ‘For the Transportation of Patients to Radiology’ as a guideline. * To conduct a thorough and timely handover of patients to other departments and staff members, maintaining confidentiality at all times. * To complete the Intravenous Therapy Module. * To be confident & competent in administering drugs (IV, PO, via PICC/Mid/CVC or PR.) To have a sound knowledge base of which drugs are needed for each specialist procedure. * After a sufficient induction period, to partake fully in the On-Call rota - to include night cover, weekends and Bank Holidays. * To achieve Immediate Life Support (ILS) competency * After in house training, obtain blood samples for INR checks using the CoaguChek XS Plus. * To complete pump training for relevant devices used within the department (including PCA and Volumetric pumps.) * To complete Entonox Training with the BOC online resources/Pain Management Team. * To complete the Cannulation/Venepuncture module * To be aware of and understand the implications for post procedure guidelines & monitoring of the patient. * Following in house training, become competent in removing arterial and micro puncture sheaths. * Following in house training, become competent in safely removing Fistula stitches/ * To be competent & confident in offering patient education, pre and post procedure. * After in house training, become competent in using the CRIS system in order to complete day lists for patients * To be allocated a role within the Link Nurse Framework, when subject areas become available. |
| **KEY WORKING RELATIONSHIPS** |
| No. of Staff reporting to this role: **Not Applicable**    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   * Radiology Services Manager, IR Superintendent Radiographer * Consultant Radiologists and Radiology Registrars * Senior Nursing and Radiographers within the Medical Imaging Department * Administrative, List Co-ordinators and Support Staff within the Medical Imaging Department * Medical, Nursing and Administrative staff from wards and departments throughout the trust |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * This role requires a high level of autonomy and independent working under protocol, particularly once competencies have been achieved to allow participation in the ‘On Call’ service. * The post holder should be able to manage their allocated area confidently, liaising with members of the MDT. * Senior Nursing and Radiographer colleagues are contactable for advice and guidance, but the post holder will be encouraged to use their initiative as part of their role within the framework set out by departmental/trust-wide policies and in line with The Code (NMC.) |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * The post-holder will be expected to have excellent communication and interpersonal skills. They will be liaising with patients and their family members, gaining positive identification, explaining procedures and providing information on the after-care process. * Imaging appointments can be a source of apprehension for patients, so compassionate care is essential. * The post-holder will also develop good working relationships with the rest of the imaging team, administrative staff, and the wider multidisciplinary team. * Students and apprentices also form part of the workforce as part of their training programme, so the ability to provide training to future staff members is also valued. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * The post holder will be expected to have good analytical and judgment skills require to adapt to varying and sometimes complex situations. * The post holder will be expected to exercise good judgement to assess, escalate and act on concerns with patients’ clinical status. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * The post holder will be responsible for the safe running of their assigned clinical area, alongside the Senior Nurse/Radiographer (if applicable.) * Organisational skills will be required to contribute to efficient and safe patient flow through the department. |
| **PATIENT/CLIENT CARE** |
| * Direct patient contact, so excellent clinical skills and the ability to provide compassionate and safe care is essential. |
| **POLICY/SERVICE DEVELOPMENT** |
| * The post-holder will work within departmental protocols. * The post-holder will take part in departmental audit as part of service improvement and development. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To assist with the monitoring and control the use of resources within budgetary limits. * To assist with the analysis of staffing requirements against workload activity. * To contribute to the allocation and distribution of staffing in order to provide efficient labour utilisation within budgetary limits. * To develop financial awareness within the team so that individual staff contribute to the efficient use of resources. |
| **HUMAN RESOURCES** |
| * To contribute to the recruitment and selection of nursing and other staff. * To provide instruction and information to the team and individuals. * To assist with monitoring staff performance against objectives set with them. * To assist with the assessment of skills and competencies of staff. * To supervise, develop and coach individual staff so that they function effectively within the roles and responsibilities as laid down by the Trust’s Vision for Nursing. * To maintain systems of workload allocation which are equitable and within the competence and capabilities of individual staff and teams. * To develop own management skills and competence. |
| **INFORMATION RESOURCES** |
| * To assist with the collection, recording and storage of information. * To contribute to the analysis and use of relevant information in decision making, problem solving and care management. |
| **RESEARCH AND DEVELOPMENT** |
| * To assist nurses within the team to develop their professional knowledge and skills and to transfer these into their nursing practice. * To develop own knowledge and practice. * Take part in departmental audits |
| **PHYSICAL SKILLS AND EFFORT** |
| * The post holder will need to be able to move and position patients * Patients may attend the department in beds or trolleys and will require safe manual handling. * Fine motor skills will be required to achieve scrub nurse competencies within the Intervention Radiology suite. |
| **MENTAL EFFORT** |
| * The post holder will be required to concentrate for long periods of time to provide safe and effect care to patients. * When working in a scrub role the post holder will be required to concentrate on the procedure and equipment used to ensure sterility and safe working practice is maintained. * Workloads can be unpredictable and so the post-holder will need to use their experience and skills to adapt and overcome challenges when they arise. |
| **EMOTIONAL EFFORT** |
| * The role can require emotional effort. A variety of patients are seen and this encompasses a wide spectrum of ill-health and significant, urgent or unexpected outcomes do occur. * Patients who are attending can be distressed and so the post-holder will need to use emotional effort to support those patients and their relatives whilst delivering optimal care. |
| **WORKING CONDITIONS** |
| * The post holder will be expected to comply with IRR and IRMER regulations due the nature of working in a controlled area and adhere to MRI Local Rules to maintain a safe environment. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Registered Nurse, Band 5 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Relevant clinical experience  Up to date professional portfolio | E  E  E |  |
| **KNOWLEDGE/SKILLS**  Good understanding of nursing care methods and models IV Drug Administration Established organisational and leadership skills  Able to identify priorities  Innovative, able to problem solve and make decisions  Teaching skills  Understand the importance and relevance of nursing research and uses this to improve clinical practice  Able to use resources efficiently and effectively | E  E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Previous experience working as a Registered Nurse in an acute hospital  Previous experience in Radiology, Cardiac Cath. Lab, Endoscopy or Theatres  ILS Certification  Cannulation/Venepuncture competency | E | D  D  D |
| **PERSONAL ATTRIBUTES**  Enthusiastic, highly motivated and committed to a developing service  Able to be assertive when necessary and remain calm in a busy environment  Able to work constructively in a multi-disciplinary team  Good attendance record  Excellent communication skills | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | ✓ |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | ✓ |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Tristel) | Y |  |  |  | ✓ |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y | ✓ |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y | ✓ |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y | ✓ |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  | ✓ |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y |  | ✓ |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | ✓ |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | Y |  |  |  | ✓ |
| Working in isolation | Y |  | ✓ |  |  |
| Challenging behaviour | Y |  | ✓ |  |  |