

JOB DESCRIPTION

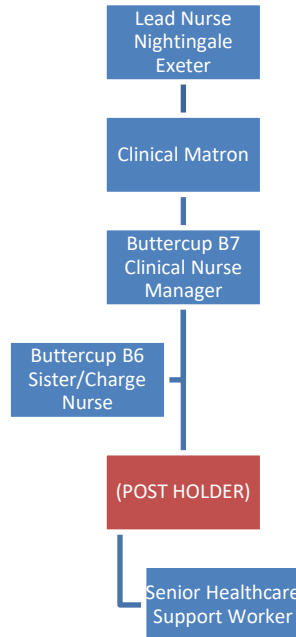
JOB DETAILS	
Job Title	Registered Nurse
Reports to	Ward Sister/Charge Nurse B6
Band	Band 5
Department/Directorate	Buttercup Outpatient, Nightingale Exeter

JOB PURPOSE
<p>To ensure patients and clinicians are supported in the efficient and safe running of clinics whilst delivering highly focused patient centred care.</p> <p>To be a designated key holder for the department when required</p> <p>To assess, provide and review nursing care, advice and information to patients and carers within the outpatient setting</p> <p>To work under the direction of the Clinical Nurse Manager for the unit, using their skills and knowledge as a registered nurse</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> Assesses patients; plans, develops and implement programmes of care; Provides advice; maintains associated records Support speciality clinics with specific specialty tasks and point of care testing Carries out nursing procedures; including dressing changes To provide clinical supervision to other staff, students To provide health promotion information, advice as required To support and advocate for patients ensuring care delivered is always patient centred

KEY WORKING RELATIONSHIPS					
<p>Areas of Responsibility: Working within the Buttercup Outpatients area</p> <p>No. of Staff reporting to this role: 7</p> <p>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. Of particular importance are working relationships with:</p>					
<table border="1"> <thead> <tr> <th>Internal to the Trust</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Nursing Staff Speciality Clinicians and MDT associated members Clinical Matron Senior Healthcare Support Workers Facilities and Estates teams (inc BAM operatives) Trust volunteers Students and trainees </td> </tr> </tbody> </table>	Internal to the Trust	<ul style="list-style-type: none"> Nursing Staff Speciality Clinicians and MDT associated members Clinical Matron Senior Healthcare Support Workers Facilities and Estates teams (inc BAM operatives) Trust volunteers Students and trainees 	<table border="1"> <thead> <tr> <th>External to the Trust</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Patients and visitors Carers Outside agencies relating to patients' pathways Primary care providers (GP) </td> </tr> </tbody> </table>	External to the Trust	<ul style="list-style-type: none"> Patients and visitors Carers Outside agencies relating to patients' pathways Primary care providers (GP)
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ORGANISATIONAL CHART



FREEDOM TO ACT

To work in line with all Trust policies and codes of professional conduct and standards.

COMMUNICATION/RELATIONSHIP SKILLS

Provide and receive complex, sensitive information be able to understand and overcome barriers to understanding.

Communicates sensitive, confidential information concerning patients/clients requiring empathy, persuasion and reassurance. Some patients may have special needs

Communicating and building therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focal and managed effectively.

Communicates sensitive information concerning patient's medical condition, requiring tact, guidance and reassurance skills, overcoming barriers to understanding through negotiation.

Act at all times in a manner which illustrates Trust Values; compassion, respect for privacy, dignity and confidentiality.

Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.

Understand the safeguarding adult's issues and act within the guidance of the policy to keep adults within their care safe.

Able to keep accurate contemporaneous documentation and care plans using and supporting the organisation documentation held in electronic Healthcare records systems.

This role requires excellent and competent communication skills, verbal, written and use of IT.

ANALYTICAL/JUDGEMENTAL SKILLS

Analyse and act appropriately in complex situations and escalate.

Make judgements on a range of facts that require analysis and comparison of options and determine the actions.

PLANNING/ORGANISATIONAL SKILLS

Prioritise own workload.

Assess, plan, implement and evaluate programmes of care for individual patients.

Co-ordination with other providers when appropriate regarding care provision.

Support supervised staff with prioritising workload

PATIENT/CLIENT CARE

Plan, implement and assess plans of care for patients.

Support patients through their appointments and clinical pathways on a daily basis

work within the standards set out in the Nursing and Midwifery Council (NMC) Code: Professional Standards of Practice Behaviour for Nurses and Midwives.

Develop programmes of care as required

Demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a personal development plan.

Undertake training to develop a range of knowledge and skills in order to deliver high quality evidenced based nursing care.

Recognise and appropriately address risk factors to patients and carers within their healthcare setting and escalate the risk.

Promote health and wellbeing

To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescale including safeguarding.

Ensure appropriate delegation and use of resources

Contribute to quality care delivery through audits, reports and organisational performance data.

Provide advice to patients in relation to their care pathways as required.

Plan, implement and assess plans of care for patients.

POLICY/SERVICE DEVELOPMENT

Adhere and follow agreed Trust policies, Procedures and Standard Operating Procedures (SOP).

To maintain Trust Standards of Clinical Governance

To maintain Professional Standards of Practice

Support the development of new department policies and SOPs as part of continued service improvement within scope of professional practice.

FINANCIAL/PHYSICAL RESOURCES

Ensure the efficient use of resources i.e. appropriate wound dressing choice that is evidence-based and use of agreed formularies.

Assist with maintaining stocks and supplies.

HUMAN RESOURCES

Training, supervising and supporting all staff, pre and post registration students, QCF /Care Certificate candidates, work experience students, support workers, formal and informal carers

Individual responsibility for ensuring attendance at mandatory training.

Participate in supervision and appraisal with line manager to support professional development focussing on the individual skill set and competency.

INFORMATION RESOURCES

Inputting, storing and providing information in relation to patient records.

Accurately completing and maintaining effective patient's records including addressing confidentiality issues.

Completing activity data using Trust agreed data collection sets.

Inputting and storing information on relevant electronic healthcare records systems

RESEARCH AND DEVELOPMENT

Works with senior colleagues to develop further expertise in developing own and team evidence based nursing practice, including research and involvement in the audit process.

Make recommendations for and support change within the service

Supports service improvement within the department

PHYSICAL SKILLS

Excellent IT skills

PHYSICAL EFFORT

Daily work involves walking, standing and sitting for periods of time

Pushing trolleys and wheelchairs as required

May need to kneel for short periods to undertake small dressing changes or assist patients with removing or putting on of shoes

Working hours negotiated according to service need.

MENTAL EFFORT

Frequent periods of concentration to assist with Planning, implementing and assessing plans of care

Sitting in on clinics and taking information that requires implementing

Understanding and implementing a wide range of procedures in relation to;

- Clinical Observations
- Basic Life support
- Infection Controls
- Safeguarding
- Maintaining records

EMOTIONAL EFFORT

Supporting patients and families who may receive bad news

Working with patients who have mental health, learning disabilities and challenging behaviour

Ability to cope and deal with areas of conflict

WORKING CONDITIONS

Working in a clinical environment with frequent daily contact with;

- Bodily fluids
- Smells
- Infections
- Visual display Units

Occasional Verbal aggression or challenging behaviour

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

Job Title	B5 Buttercup Outpatients Registered Nurse
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Registered nurse with appropriate NMC Registration Degree in Nursing Relevant clinical experience Up to date professional portfolio	E E	D
KNOWLEDGE/SKILLS Good understanding of nursing care methods and models IV Drug Administration Venepuncture and Cannulation 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 Knowledge of Clinical Governance and the relevance to practice Able to lead and supervise other staff Good time management skills	E E E E E E E E E E E E	
EXPERIENCE Post registration experience of working within an acute care environment (minimum 6 months) Previous experience of clinic working	E	D
PERSONAL ATTRIBUTES Caring & compassionate 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 Self-motivated and able to motivate others Good communication skills	E E E E E E	
OTHER REQUIREMENTS Flexible in working practice Motivated to further personal development and professional development of the nursing team Supporting employee health and well-being	E E E	

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