

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Registered Nurse – Capener ward |
| **Reports to** | Ward Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Medicine Directorate |

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| **JOB PURPOSE** |
| The post holder is responsible for the delivery of care and the assessment, development, implementation and evaluation of individual programs of care. They are expected to take delegated responsibility in a given shift for a group of patients.    \*With experience they may be expected to take charge of the ward/department/service area in the absence of their Line Manager.  **Note:** This job description outlines the Trusts expectation of a Band 5 nurse/practitioner. However, they will not be expected to fulfil the tasks marked with \* until they have moved through the foundation gateway and are progressing towards the full KSF competencies. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiser  To co-ordinate the care throughout the patient’s pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up care  To provide appropriate written information for patients, relatives and hospital staff covering relevant condition, its treatment.  To provide psychological, social and cultural support to patients diagnosed with relevant speciality diagnosis.  The **registered nurse** will be based in the **acute** hospital.  The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:  Provide services within the boundaries of own clinical competence.  Participates as required in internal rotation to day and night duty and unsociable hours to meet the demands of the service.  No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs)  The post holder has responsibility for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs.  \* In the absence of and as delegated by their Line Manager, may be required to authorise timesheets (type of work undertaken)  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:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Care Group Director of patient care * Care Group Associate Director of patient care. | * Patients * Community teams, hospitals | | * Clinical Matron * Ward Manager * Lead clinicians & consultants | * Carers / families * GP’s * Care homes | | * Own and other services / units / wards / department teams |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will work autonomously to ensure the safe staffing and delivery of patient care on the ward.  The post holder will Identify, assess and develop plans for minimising clinical risk; ensure compliance with Health and Safety policies; ensure all staff have access to clinical supervision as a means of reflecting on significant events and improving standards of care and decision making;  The post holder will monitor incident reports, ensuring any necessary action is taken, ensuring robust mechanisms are in place to achieve corrective action and share appropriate learning;  Investigate and act on formal complaints, including prompt handling of poor performance;  Promote and participate in Clinical Audit to develop and establish standards across the ward. |
| **COMMUNICATION /RELATIONSHIP SKILLS** |
| Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.  To communicate effectively between departments and Trusts to ensure patients journey is seamless.  To work in partnership with nurses and other health professionals to address people’s health needs through planning and delivering interventions which are based on best practice and clinical judgement |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Responsible for the planning and assessment of care needs and development of programs of care, including implementation and evaluation for patients within their care, ensuring that high quality evidence-based care is delivered.  Delegate activities to junior team members appropriately.  Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment.  Work collaboratively with the Patient Management Team in relation to decisions on patient flow issues.  Review and evaluate the effectiveness of care for their area of responsibility for the shift and deliver clear, concise records and handover.  As part of the multidisciplinary team be responsible for actively identifying areas of problems and risks, reporting incidents and taking immediate action utilising the relevant Trust procedures.  Manage own time and respond to unexpected demands in a professional manner.  Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies. Be fully conversant with all policies and procedures, including Major Accident/Incident, Resuscitation, fire, Health & Safety and act accordingly.  Contribute to the effective and efficient use of Trust resources.  Contribute to the safe use, checking, maintenance and storage of equipment. Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line Manager / Clinical Matron.  Supervise the delivery of care to maintain agreed standards.  Formally monitor quality of care for area of responsibility and identifying how current practice can be improved.  Initiate and / or participate in the audit process and professional and managerial projects as /when required. |
| **PATIENT/CLIENT CARE** |
| Responsible for carrying out all forms of patient care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures and within professional guidelines.  Carry out the assessment of patients identifying care issues and needs in partnership with the patient and with appropriate members of the multi professional team.  Assess risks to patients which need to be managed in relation to their health and wellbeing and within scope of professional practice.  To plan, implement and evaluate individual programs of care for patients using evidence-based practice and a holistic approach.  Administer medications as prescribed and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust’s Policy on Administration of Medicines.  In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Service / Ward / Unit / Department.  Ensure the maintenance of accurate clinical observations of a patient’s condition.  Ensure the significance of data relating to patient’s condition and any change is interpreted and acted on in a timely way.  Evaluate the effectiveness of interventions and updates care plans to take account of the changing needs of the patient.  Where appropriate plan the discharge needs of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process.  Ensure safe practice to minimise the risk of infection to patients and staff in accordance with national and Trust policy.  Contribute to Health Promotion and raising health awareness with patients and relatives as appropriate.  Promote and contribute to the principles of Essence of Care.  Assess the relevant learning needs of individual patients and/or carers.  Ensure an understanding of caring for and the protection of vulnerable people.  Where appropriate be responsible for involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the program of care.  Instruct and demonstrate procedures to patients and/or relatives/carers as appropriate.  Evaluate effectiveness of patient teaching and takes necessary action to achieve objectives. |
| **POLICY/SERVICE DEVELOPMENT** |
| At all times ensure own and others practice is in line with the NMC Code of Professional Practice and abides by the legal and statutory rules relating to practice.  Patients interests and rights are respected and acts as an advocate on behalf of patient.  The privacy and dignity of the patient is respected at all times.  High standards are achieved and maintained.  Through working in partnership with patients ensure they are the focus of effective care.  The role of other persons delivering healthcare is recognised and respected.  Public trust and confidence are not jeopardized.  Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.  Maintain an up-to-date Personal Development plan.  Promote and support innovative and evidence-based practice and share knowledge and expertise with colleagues.  Utilise educational opportunities to facilitate learning in the clinical situation.  Demonstrate critical reflection skills and the learning gained from experience.  Participate in, and promote clinical supervision. |

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| **INFORMATION RESOURCES** |
| To document all patient contacts and maintain patients records as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service  The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice  To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, and taking blood. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time |
| **MENTAL EFFORT** |
| The work pattern is unpredictable and subject to frequent interruption.  Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms  Actively participate in strategic service planning & development  The post holder will require resilience to deliver specialist nursing care in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people. |
| **EMOTIONAL EFFORT** |
| Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis  Work with patients in the aftermath of bad news.  Work with patients with mental health problems or occasional challenging behaviour.  Talk to relatives following a death.  The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.  Ability to adapt to an unpredictable workload.  Frequent exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face complaints  Regular use of VDU |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Registered Nurse / Registered Operating Department Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NMC Registered Nurse Level 1 / 2  *Evidence of Continuous Professional Development (CPD)*  ***\*Mentorship qualification or willingness to work towards within 18 months of commencement of post*** | E  E  E |  |
| **SPECIALIST KNOWLEDGE AND EXPERIENCE**  Can demonstrate a specific interest in area of work  \*Will require a specific speciality qualification/equivalent experience related to the post or willing to work towards within 18 months of commencement of post | E  E |  |
| **SKILLS**  Good organisational / time management skills  Ability to record and deal with accurate facts, figures and information  Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines  Clear written and verbal communication at all levels  Ability to problem solve  Flexible to change in demands of the service  Willingness to maintain skills via the skills passport and where appropriate support other team members to maintain their own skills  Willingness to learn new skills  Computer literate – to a minimum of Core B standard  \*Ability to support unregistered staff / students  \*Ability to identify and manage risk | E  E  E  E  E  E  E  E  E  E  E |  |
| **PHYSICAL SKILLS / EFFORT**  Constant standing / walking  Assist patients with walking/sitting and other activities of daily living  Ability to undertake manual handling and movement tasks  Prepared to work variable shift patterns  Manual dexterity e.g. Venepuncture and cannulation skills, handling of instrumentation and use of equipment | E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Ability to think clearly under pressure  Provides appropriate emotional support to colleagues, patients and carers  \*Provides leadership and support the junior members of the team  \*Ability to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic disease  \*Ability to explain condition and related interventions to patients / carers  **MENTAL EFFORT**  Concentration undertaking complex procedures  Ability to accurately monitor and record the patients clinical status, recognising changes in condition and report those changes to the appropriate person  Regular interruptions to daily tasks | E  E  E  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/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  |  | Y |
| Laboratory specimens | Y/N |  |  |  |  |
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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) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N | Y |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N | Y |  |  |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  | Y |  |  |
| Night working | Y/N |  |  | Y |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  |  |
| Mental Effort | Y/N |  |  |  |  |
| Emotional Effort | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  | Y |  |  |