

JOB DESCRIPTION

1. Job Details	
Job Title:	Bank Registered Nurse
Responsible to:	Line Manager
Professionally Accountable to:	Line Manager
Grade:	Band 5
2. Job Purpose	
<p>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.</p> <p>*With experience they may be expected to take charge of the ward/department/service area in the absence of their Line Manager.</p> <p>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.</p>	
3. Dimensions	
<p>Provide services within the boundaries of own clinical competence.</p> <p>No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs)</p> <p>The post holder has responsibility for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs.</p>	

4. Organisational Chart

Senior Nurse/Head of Service

Service / Unit / Ward Manager

Band 5 – Qualified Registered Nurse/Registered ODP

Supervision of less experienced Nurses, ODPs, Health Care Assistants, Nursing Auxiliaries and Healthcare Learners

N.B. If the organisational structure is complicated a separate chart may be attached

5. Key Tasks/Duties and Areas of Responsibility

5.1. Leadership/Managing Care

- 5.1.1. Responsible for the planning and assessment of care needs and development of programmes of care, including implementation and evaluation for patients within their care, ensuring that high quality evidence-based care is delivered
- 5.1.2. Delegate activities to junior team members appropriately
- 5.1.3. Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment
- 5.1.4. Work collaboratively with the Patient Management Team in relation to decisions on patient flow issues
- 5.1.5. Review and evaluate the effectiveness of care for their area of responsibility for the shift and deliver clear, concise records and handover
- 5.1.6. 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
- 5.1.7. Manage own time and respond to unexpected demands in a professional manner
- 5.1.8. Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies
- 5.1.9. Be fully conversant with all policies and procedures, including Major Accident/Incident, Resuscitation, Fire, Health and Safety and act accordingly.
- 5.1.10. Contribute to the effective and efficient use of Trust resources
- 5.1.11. Contribute to the safe use, checking, maintenance and storage of equipment
- 5.1.12. * Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line/Senior Nurse Manager
- 5.1.13. * Supervise the delivery of care to maintain agreed standards
- 5.1.14. * Formally monitor quality of care for area of responsibility and identifying how current practice can be improved
- 5.1.15. * Initiate and / or participate in the audit process and professional and managerial projects as / when required

5.2. Delivery of Care

- 5.2.1. 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

- 5.2.2. 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
- 5.2.3. Assess risks to patients which need to be managed in relation to their health and wellbeing and within scope of professional practice
- 5.2.4. To plan, implement and evaluate individual programs of care for patients using evidence based practice and an holistic approach
- 5.2.5. 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
- 5.2.6. In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Service / Ward / Unit / Department
- 5.2.7. Ensure the maintainance of accurate clinical observations of a patient's condition
- 5.2.8. Ensure the significance of data relating to patient's condition and any change is interpreted and acted on in a timely way
- 5.2.9. Evaluate the effectiveness of interventions and updates care plans to take account of the changing needs of the patient
- 5.2.10. Where appropriate plan the discharge needs of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process
- 5.2.11. Ensure safe practice to minimise the risk of infection to patients and staff in accordance with national and Trust policy
- 5.2.12. Contribute to Health Promotion and raising health awareness with patients and relatives as appropriate.
- 5.2.13. Promote and contribute to the principles of Essence of Care
- 5.2.14. Assess the relevant learning needs of individual patients and/ or carers
- 5.2.15. Ensure an understanding of caring for and the protection of vulnerable people
- 5.2.16. 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
- 5.2.17. Instruct and demonstrate procedures to patients and/or relatives/carers as appropriate
- 5.2.18.* Evaluate effectiveness of patient teaching and takes necessary action to achieve objectives

5.3. Communication and Team Working

- 5.3.1. Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff
- 5.3.2. Participate and communicate effectively with the multi disciplinary team and other agencies as necessary
- 5.3.3. Ensure and demonstrate written and electronic communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation
- 5.3.4. Support bereaved and distressed patients, relatives and carers as appropriate.
- 5.3.5. Assist in the teaching of junior staff and learners in clinical practice, acting as link nurse, facilitator or mentor after receipt of appropriate qualifications.
- 5.3.6. Participate in the development and delivery of the induction programme for junior members of staff

- 5.3.7. Demonstrate verbal communication through the ability to give basic information and support to individuals
- 5.3.8. Listen effectively and modify communication to individual needs
- 5.3.9. * Take responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision

5.4. Professional Conduct and Professional Development

Under the Freedom to Act is responsible for exercising professional accountability and ensuring that:-

- 5.4.1. At all times ensure own and others practice is in line with the NMC/HPC Code of Professional Practice and abides by the legal and statutory rules relating to practice
- 5.4.2. Patients interests and rights are respected and acts as an advocate on behalf of patients
- 5.4.3. The privacy and dignity of the patient is respected
- 5.4.4. High standards are achieved and maintained
- 5.4.5. Through working in partnership with patients ensure they are the focus of effective care
- 5.4.6. The role of other persons delivering health care is recognised and respected
- 5.4.7. Public trust and confidence is not jeopardised
- 5.4.8. 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
- 5.4.9. Maintain an up-to-date Personal Development Plan
- 5.4.10. Promote and support innovative and evidence based practice and share knowledge and expertise with colleagues
- 5.4.11. Utilise educational opportunities to facilitate learning in the clinical situation
- 5.4.12. Demonstrate critical reflection skills and the learning gained from experience
- 5.4.13. Participate in, and promote clinical supervision
- 5.4.14. Participate in the Trust's Development & Review procedure and also act as a reviewer to junior staff and HCAs as required by your Line Manager
- 5.4.15. Contribute to service and practice development initiatives within the clinical setting
- 5.4.16. Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust
- 5.4.17. Attend mandatory training relevant to post as specified by the Trust
- 5.4.18. Carry out other duties as may be required and which are consistent with the responsibilities of the post.

6. Communication and Working Relationships

- 6.1. Line Manager
- 6.2. Own and Other Services / Units / Wards / Department Teams
- 6.3. Multidisciplinary Team
- 6.4. Other Trust / PCT departments e.g. Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and Sodexo
- 6.5. Patients
- 6.6. Carers / Families

Note: To meet the needs of the service and minimise clinical risk the post holder may be required to work in other areas as appropriate and as directed by the Line Manager / Senior Nurse or Senior ODP

GENERAL

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to The Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare 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. Northern Devon Healthcare Trust ensures that the Trust's Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date:

PERSON PROFILE

Job Title:	<i>Bank Registered Nurse</i>	
Grade:	<i>Band 5</i>	
The post holder is required to be registered with the Nursing and Midwifery Council or Health Professional Council		
Note: This Personal Profile outlines the Trusts expectation of a Band 5 post holder. However, the post holder 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.		
CRITERIA REQUIRED	Essential	Desirable
Qualifications & Training NMC Registered Nurse Level 1/2 <i>Evidence of Continuous Professional Development (CPD)</i>	√ √	
Specialist Knowledge and Experience Can demonstrate a specific interest in area of work Significant and proven experience as a Registered Nurse, working within an acute hospital setting	√ √ √	
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 Actively participates as part of the multi disciplinary team Ability to prioritise work	√ √ √ √ √ √ √	

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	√	
Physical Skills & Effort		
Constant standing / walking	√	
Assists 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	√	
Emotional Effort		
Ability to think clearly under pressure	√	
Provides appropriate emotional support to colleagues, patients and carers.	√	
* Provides leadership and support to 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	√	
Requirements due to Working Environment		
Potential exposure to bodily fluids, noise and smells	√	
Ability to adapt in an ever changing work environment	√	