

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title:** Registered Nurse  
**Band:** 5  
**Reports to:** Ward/Department Manager

### **2. JOB PURPOSE**

- To provide clinical leadership within the ward unit.
- 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.

### **3. KEY WORKING RELATIONSHIPS**

**Directorate:** Clinical Nurse Manager  
Specialist Nurses

**Clinical Area:** Matron, Nursing Staff, Other team leaders, Support Staff

**Multidisciplinary Team:** Medical Staff  
All functional managers – paramedical and support services

### **4. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **Care Management:**

- To assess, plan, deliver and evaluate the individual care requirements of patients using the designated nursing model and processes.
- To supervise and direct the planning and management of patient care programmes.
- To provide supervision and instruction to team members in their implementation and evaluation of care programmes.
- To assist with the development and use of appropriate nursing models and care delivery systems which achieve the patient care philosophy of the ward/unit.
- To supervise and instruct support staff so that they integrate into the team and operate effectively within the boundaries of their role.

#### **Quality Management:**

- To assist with the implementation and maintenance of standards monitoring systems.
- To assist with the planning and implementation of improvements to patient services.
- To assist with the implementation of improvements to working methods and practices.

- To participate in and contribute to changes and improvements within the Directorate and Trust.

**Financial Management:**

- 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.

**Information Management:**

- 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.

**Staff Management:**

- 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.

**Professional Development:**

- To provide clinical leadership within the ward/unit.
- 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.
- To practice according to NMC Codes and standards.

**Other Responsibilities:**

- To take part in regular performance appraisal
- To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- To contribute to and work within a safe working environment
- The post holder is 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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

## THE TRUST – Mission and Values

**Our Mission:** Working together to help you to stay healthy and to care for you expertly and compassionately when you are not.

To deliver our mission, we are focusing on our four **CARE** objectives

**C** - Collaboration and partnerships

**A** – A great place to work

**R** – Recovering for the future

**E** - Excellence and innovation in patient care

Our four values set out how we will put our strategy into practice by guiding how we behave:



We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## 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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

### PERSON SPECIFICATION

**JOB TITLE: Registered Nurse BAND: 5**

REQUIREMENTS	At Recruitment	At PDR
<b><u>QUALIFICATIONS/SPECIAL TRAINING:</u></b> Registered Nurse (RN1) Relevant clinical experience Up to date professional portfolio	E E E	E E E
<b><u>KNOWLEDGE/SKILLS/ABILITIES:</u></b> 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 E E E E E E
<b><u>PERSONAL REQUIREMENTS:</u></b> 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 <b>Good attendance record</b> Good communication skills	E E E E	E E E E
<b><u>OTHER REQUIREMENTS:</u></b> Flexible in working practice Motivated to further personal development and professional development of the nursing team	E E	E E

\*Essential/Desirable

HAZARDS:- Updated 31 <sup>st</sup> May 2013					
Laboratory Specimens		Clinical contact with Patients	✓	Dealing with violence & aggression of patients/relatives	
Blood / Body Fluids	✓	Dusty Environment		VDU Use (occasional)	✓
Radiation / Lasers		Challenging Behaviour	✓	Manual Handling	✓
Solvents		Driving		Noise / Vibration	✓
Respiratory Sensitisers		Food Handling		Working in isolation	
Cytotoxic Drugs		Electrical work		Night Working	