

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Registered Nurse / Registered Operating Department Practitioner / Paramedic |
| **Reports to** | Unit Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Endoscopy, Medicine Division |

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| **JOB PURPOSE** |
| **K**  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** |
| * 1. **Leadership/Managing Care**      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      2. Delegate activites to junior team members appropriately      3. Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment      4. Work collaboratively with the Patient Management Team in relation to decisions on patient flow issues      5. Review and evaluate the effectiveness of care for their area of responsibility for the shift and deliver clear, concise records and handover      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      7. Manage own time and respond to unexpected demands in a professional manner      8. Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies      9. Be fully conversant with all policies and prodedures, including Major Accident/Incident, Resuscitation, Fire, Health and Safety and act accordingly.      10. Contribute to the effective and efficient use of Trust resources      11. Contribute to the safe use, checking, maintainance and storage of equipment      12. **\*** Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line Manager / Clinical Matron      13. **\*** Supervise the delivery of care to maintain agreed standards      14. **\*** Formally monitor quality of care for area of responsibility and identifying how current practice can be improved      15. **\*** Initiate and / or participate in the audit process and professional and managerial projects as / when required   2. **Professional Conduct and Professional Development**   Under the Freedom to Act is responsible for exercising professional accountability and ensuring that:-   * + 1. 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     2. Patients interests and rights are respected and acts as an advocate on behalf of patients     3. The privacy and dignity of the patient is respected at all times     4. High standards are achieved and maintained     5. Through working in partnership with patients ensure they are the focus of effective care     6. The role of other persons delivering health care is recognised and respected     7. Public trust and confidence is not jeopardised     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     9. Maintain an up-to-date Personal Development Plan     10. Promote and support innovative and evidence based practice and share knowledge and expertise with colleagues     11. Utilise educational opportunities to facilitate learning in the clinical situation     12. Demonstrate critical reflection skills and the learning gained from experience     13. Participate in, and promote clinical supervision     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     15. Contribute to service and practice development initiatives within the clinical setting     16. Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust     17. Attend mandatory training relevant to post as specified by the Trust     18. Carry out other duties as may be required and which are consistent with the responsibilities of the post. |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: (type of work undertaken)  No. of Staff reporting to this role: (If 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:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Line Manager | * Patients | | * Clinical Matron and Divisional Nurse | * Carers / families | | * Own and other services / units / wards / department teams |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
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| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff  Participate and communicate effectively with the multi-disciplinary team and other agencies as necessary  Ensure and demonstrate written and electronic communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation  Support bereaved and distressed patients, relatives and carers as appropriate.  Assist in the teaching of junior staff and learners in clinical practice, acting as link nurse, facilitator or mentor after receipt of appropriate qualifications.  Participate in the development and delivery of the induction programme for junior members of staff  Assist in the supervision, support, training and assessment of non-registered workers, appropriate to the post holders’ own qualifications e.g. those completing NVQ’s and other forms of qualification  Demonstrate verbal communication through the ability to give basic information and support to individuals  Listen effectively and modify communication to individual needs  Take responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision |
| **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 an 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 maintainance 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 |
| **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** | Staff Nurse / ODP / Paramedic |

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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 | Y  Y  Y |  |
| **Specialist knowledge and experience**  Can demonstrate a specific interest in area of work  Will require a specific specialty qualification/equivalent experience related to the post or willingness to work towards within 18 months of commencement of post | Y  Y |  |
| **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 | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |  |
| **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 | Y  Y  Y  Y |  |
| **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 | Y  Y  Y  Y  Y |  |
| **Mental effort**  Concentration undertaking complex procedures  Ability to accurately monitor and record the patient’s clinical status, recognising changes in condition and report those changes to the appropriate person  Regular interruptions to daily tasks | Y  Y  Y |  |
| **Requirements due to working environment**  Potential exposure to bodily fluids, noise and smells  Ability to adapt in an ever-changing work environment | Y  Y |  |
| **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. |  |  |

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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 |  |  | X |  |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | Y |  |  | X |  |
| Blood/body fluids | Y |  |  | X |  |
| Laboratory specimens | Y |  |  | X |  |
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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 |  | X |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  | X |  |  |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y |  | X |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | X |  |
| Mental Effort | Y |  |  | X |  |
| Emotional Effort | Y |  |  | X |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | X |  |  |