

## Job Description

### 1. JOB DETAILS

**Job title:** Registered Nurse Band 5

**Accountable to:** Ward Manager

**Location:** Emergency Care & Medicine / Surgery & Critical Care, Trust Wide

### 2. JOB SUMMARY

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



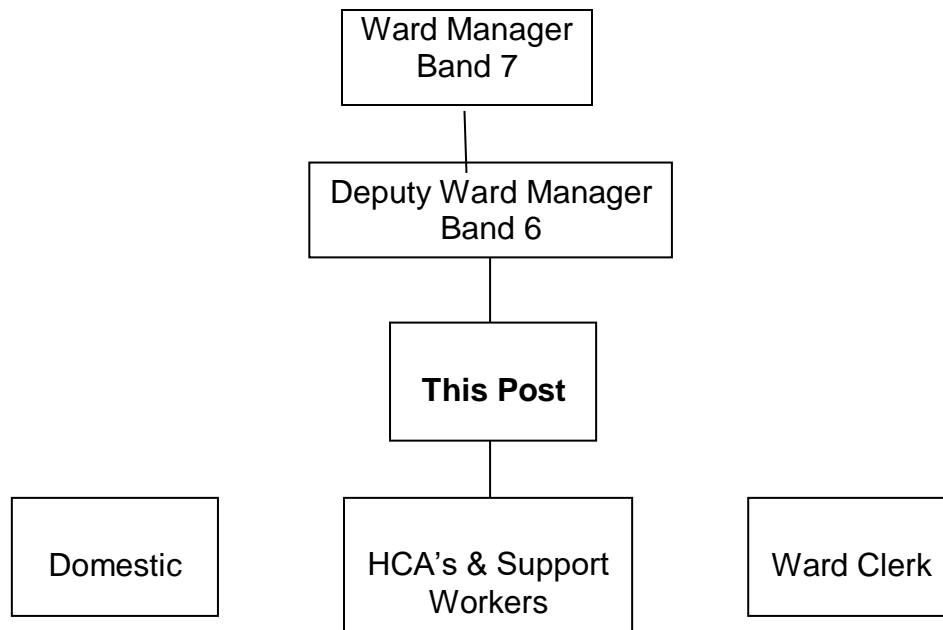
**Collaboration** – We are stronger and better working together with and for our patients.

- To assess, plan, implement and evaluate nursing care working as a member of the ward team under the direction of the Ward Manager
- To be responsible for the organizing and co-ordination of nursing services in the ward/dept in the absence of senior staff on a regular basis.
- To exercise accountability as set out in the NMC Code of Professional Conduct
- To be responsible for all nursing care standards and to maintain high clinical standards

### 3. ROLE OF DEPARTMENT

- To provide nursing care to a caseload of patients and to provide verbal and written handovers to nursing colleagues and the multi disciplinary team
- When responsible for the ward/dept to ensure that individualised programmes of care are formulated and carried out fully for each patient on the ward/dept (up to 30 patients in a ward area)

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

Patients, their carers and relatives.  
Ward manager.  
Ward staff.  
MDT members.  
Staff in other wards and departments within the Trust.  
Interserve staff.  
Social services.  
Staff in the community.  
Ambulance staff.

#### 6. DUTIES AND RESPONSIBILITIES OF THE POST

##### **Clinical**

- Assess, plan, deliver and evaluate nursing care, providing the prescribed nursing care without supervision.
- Assist in the management and provision of all aspects of patient care.
- Act in accordance with the NMC code of professional conduct.
- Assist other nurses in the ward team as necessary.
- Demonstrate practice based on current advances in nursing practice and research.
- Comply with infection prevention and control procedures at all times.
- Comply with responsibility to safeguard children and vulnerable adults, ensuring attendance at appropriate training.
- Take personal responsibility for putting the person receiving care first, and to

challenge poor care/practise, doing so as soon as any shortcomings are seen.

### **Management**

- Contribute to the smooth running of the unit, providing leadership and supervision of less experienced staff.
- Participate in clinical supervision as required.
- Contribute to the review of staff performance.
- Take charge of the ward as requested.

### **The Trust is committed to support employee health and wellbeing**

Under NICE guideline on 'Workplace health: Management practices, and Recommendations' the Trust is committed to offering employees help and encouragement to build supportive relationships.

### **Administration**

- Maintain accurate records of the care given, ensuring accurate data input into computerised systems, utilising these appropriately.
- Assist in developing an environment that supports the value of nursing care.
- Liaise and communicate effectively with other members of the nursing and multidisciplinary team.
- Participate in the monitoring of standards of care.
- Contribute to the continuing development of the unit philosophy.
- Participate in the Trust clinical governance agenda, taking a lead on a benchmark from the Essence of Care initiative.
- Ensure the promotion of the safety of patients, staff and visitors to the unit.
- Ensure that the Trust policies and guidelines relevant to the unit are given due consideration.
- Have regard for budgetary implications of decisions.
- Actively participate in the Trust risk management strategy.
- Contribute to the patient, carer and public involvement strategy.

### **Education**

- Act as mentor or preceptor to less experienced staff as required.
- Contribute to meeting the learning needs of all other team members.
- Participate in the Trust IPR/PDP process within the set timescale.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.
- Participate in research, audit and surveys as required.

## **7. WORK SETTING AND REVIEW**

Work independently to duties as assigned by the Nurse in Charge. The Ward Sister / Charge Nurse will review performance and undertake appraisal.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have

contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

#### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

## PERSON SPECIFICATION

**POST TITLE: Registered Nurse Band 5**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Registered nurse with active registration.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching certificate or equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Student nurse in the NHS or general nursing within the NHS or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant field of nursing.</li> <li>Budgetary awareness.</li> <li>Supporting students.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Continuing professional development with portfolio.</li> <li>NMC code of professional conduct.</li> <li>Equality issues and best practice.</li> </ul>	<ul style="list-style-type: none"> <li>Medical speciality.</li> <li>Local PCPI agenda.</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Ability to work as a team member, without close supervision.</li> <li>Effective communication and interpersonal skills.</li> <li>Organisational skills.</li> <li>Ability to demonstrate the compassionate values and behaviours needed for dignified care.</li> </ul>	<ul style="list-style-type: none"> <li>IT skills.</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>Motivation.</li> <li>Enthusiasm.</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>Flexibility.</li> <li>Willing to develop by expansion of the role.</li> </ul>	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.