





## Job Description

1. JOB DETAILS	
<b>Job title:</b>	<b>Registered Nurse (Band 6)</b>
<b>Accountable to:</b>	
<b>Managerially</b>	<b>Sister / Charge Nurse</b>
<b>Professionally</b>	<b>Director of Nursing, Quality and Governance</b>
<b>Location:</b>	<b>Maple A specialist surgery Cumberland Infirmary, Carlisle</b>
2. JOB SUMMARY	
<p>All staff are expected to work to the Trust Values:</p> <div>  <p><b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div>  <p><b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div>  <p><b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div>  <p><b>Collaboration</b> – We are stronger and better working together with and for our patients.</p> </div> <p>Assess, plan, deliver and evaluate nursing care, whilst operating as a member of the multi-disciplinary team. Contribute as requested by the Ward Sister to the smooth running of the unit. Take charge of the Ward in the absence of the Ward Sister, and allocate work to other staff as appropriate.</p>	
3. ROLE OF DEPARTMENT	
<p>Ensure that the organisation and leadership of nursing and midwifery services supports the delivery of the highest standards of patient care in the pursuance of the Trust's objectives. The core nursing team is responsible for ensuring that effective systems of work are in place to ensure the safe delivery of evidence based patient care. Support effective patient flows and management of resources in the allocated clinical area in the Trust.</p>	

4. ORGANISATIONAL CHART
<p>Matron / Lead Nurse</p> <p>Sister / Charge Nurse</p> <p><b>Registered Nurse (Band 6)</b></p> <p>Registered Nurse (Band 5)</p> <p>Healthcare Assistant (Band 3)</p> <p>Healthcare Assistant (Band 2)</p>
5. KEY WORKING RELATIONSHIPS
<p>Patients and relatives.</p> <p>Unit staff.</p> <p>MDT members.</p> <p>Medical staff.</p> <p>Other healthcare professionals.</p> <p>Other wards and departments.</p> <p>Primary healthcare staff.</p>
6. DUTIES AND RESPONSIBILITIES OF THE POST
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Manage and provide all aspects of patient care.</li> <li>• Act in accordance with the Code of Professional Conduct (NMC), and other professional guidelines. Be personally accountable for your professional practice, judgement and conduct.</li> <li>• Take history as requested, assess, plan and deliver individualised care within the policy / protocol frameworks.</li> <li>• Carry out relevant investigations / procedures, assessing / interpreting abnormal results and other patient conditions as required and taking appropriate action to ensure safety of patient according to the National Institute of Clinical Excellence (NICE) guidelines.</li> <li>• Ensure privacy, dignity and confidentiality are maintained at all times when providing patient care.</li> <li>• Communicate with empathy, reassurance and understanding.</li> <li>• Discuss information about patients' medical condition, allowing them to voice any questions and concerns, and always acting in their best interests.</li> <li>• Advise the patient of health promotion, giving effective advice, taking into account patient's diverse needs.</li> <li>• Check blood results, and inform relevant consultant, nurse care team and other services as required of any abnormalities.</li> <li>• Assist other nurses in the ward team as necessary.</li> <li>• Comply with infection prevention and control procedures at all times.</li> <li>• Ensure appropriate moving and handling techniques are used accordingly with patients who have poor mobility.</li> <li>• Safeguard and promote the welfare of children at an individual level.</li> </ul>

- 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.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the Trust's 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.

## **Administration**

- Maintain accurate records of the care given as per NMC guidance.
- Ensure safe keeping and transfer of notes, and that location is updated appropriately on PAS.
- Assist with discharge planning.
- Ensure equipment is checked on a regular basis, disposing of waste appropriately according to guidelines.
- Ensure confidentiality when using hospital IT networks to access patient information, utilising information systems including the Patient Administration System, Infoflex and North Cumbria University Hospitals Results systems.
- Assist in developing an environment that supports the value of nursing care.
- Liaise and communicate with other members of the nursing and multi-disciplinary team, ensuring confidentiality and appropriate care for patients.
- Participate in the Trust risk management strategy and agreed protocols.
- Contribute to the patient, carer and public involvement strategy.
- Ensure the promotion of the safety of patients, staff and visitors to the unit. Identify and address potential risks.
- Ensure that the Trust policies and guidelines relevant to the unit are given due consideration.
- Actively participate in the Trust's PCPI and clinical governance agenda, in particular, take a lead on a benchmark from the Essence of Care initiative.
- Have regard for, and an understanding of budgetary implications of decisions. Ensure efficient and effective use of physical and financial resources.
- Contribute to the continuing development of the unit philosophy.

## **Management**

- Assist the ward Sister in the smooth running of the ward and ensure safe staffing levels and skill mix by providing leadership and supervision as necessary.
- Take charge of the ward / unit in the absence of the ward Sister, prioritise and allocate work to other staff as appropriate.
- Act as a shift co-ordinator in rotation with other nurses within the team.
- Act as a clinical supervisor and preceptor as agreed with the ward manager.
- Contribute and participate in the review of staff performance and appraisal.
- Provide leadership in the monitoring of standards of care.
- Take a lead role in the investigation of complaints, adverse events and patient feedback.
- Be aware of budgetary implications in relation to decisions.
- Assist in the recruitment and selection of staff for the area.

**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.

**Education**

- Undertake and participate in research, surveys and audits, as required.
- Develop and establish evidence based practice that contributes to the development and evaluation of nursing procedures in the unit.
- Contribute to meeting the learning needs of other team members.
- Demonstrate a continuing process of attaining educational, research, clinical and leadership development, maintaining a portfolio.
- Share expertise and knowledge with colleagues and members of the MDT.
- Act as a mentor for students or less experienced staff.

**7. WORK SETTING AND REVIEW**

Work unsupervised to duties as set by the Sister / Charge Nurse, who 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

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## PERSON SPECIFICATION

POST TITLE: **Band 6 Senior Nurse/ Deputy Ward Manager**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Registered Nurse, with active registration.</li> <li>NST 307 or equivalent.</li> <li>Relevant training at level 2 or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>ECDL or equivalent.</li> <li>Further relevant training at level 3 or equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Post registration patient care.</li> <li>Able to deal with a continually changing workload.</li> <li>Teaching / mentoring.</li> <li>Relevant nursing duties.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Continuing professional development, with portfolio.</li> <li>NMC code of conduct.</li> <li>Results interpretation.</li> <li>Leadership.</li> <li>Clinical governance.</li> <li>Nursing strategy.</li> </ul>	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Well-developed interpersonal and communication skills.</li> <li>Problem solving skills.</li> <li>Extended clinical skills e.g. venepuncture, ECG interpretation.</li> <li>Interpreting baseline observations.</li> <li>IT skills.</li> <li>Able to use initiative appropriately.</li> <li>Able to work within a team without close supervision.</li> <li>Leadership skills.</li> <li>Organisational skills.</li> <li>Ability to demonstrate the compassionate values and behaviours needed for dignified care.</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>Empathy.</li> <li>Motivation.</li> <li>Enthusiasm.</li> <li>Positive approach to change.</li> <li>Non-judgemental.</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>Flexible working.</li> <li>Willing to undertake teaching and educate other professionals and</li> </ul>	

	students. • Commitment to continuing professional development.	
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Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.