

<b>1. JOB DETAILS</b>	
<b>Job title:</b>	<b>Registered Nurse</b>
<b>Accountable to:</b>	<b>Ward Manager</b>
<b>Managerially:</b>	<b>Ward Manager</b>
<b>Professionally:</b>	<b>Matron</b>
<b>Agenda for Change Band:</b>	<b>Band 5</b>
<b>Location:</b>	<b>Lascelles Ward</b>
<b>2. JOB SUMMARY</b> (A brief description of the main purpose of the post)	
<ol style="list-style-type: none"> <li>1) To work as a member of the multi-disciplinary team and to provide specialised nursing care for patients requiring rehabilitation and general nursing cares.</li> <li>2) In consultation with senior staff, the post holder will help plan, co-ordinate, implement, and evaluate care for patients.</li> <li>3) Maintain standards in accordance with ward /Trust policies and procedures and NMC code of conduct</li> <li>4) Maintain a safe working environment, being aware of the necessity to comply with Health &amp; Safety regulations and the Environmental Health Act, and to attend mandatory training courses.</li> <li>5) Maintain safe custody of all drugs and medicines.</li> <li>6) To work unsupervised at times, using ward Protocols and Policies.</li> </ol> <p>The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post.</p>	
<b>3. ROLE OF DEPARTMENT</b> (The function of the department in which the post holder works)	
<p>Lascelles Ward is a 12 bed mixed sex rehabilitation ward specialising in providing inpatient rehabilitation for adults with complex medical and social care needs, living with a variety of neurological conditions such as head injuries, multiple sclerosis, Parkinson's, motor neurone disease, Guillain-Barre syndrome and patients who have suffered strokes.</p>	
<b>4. ORGANISATIONAL CHART</b> (Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)	
<div style="margin-bottom: 10px;">Matron</div> <div style="margin-bottom: 10px;">Ward Manager</div> <div style="margin-bottom: 10px;">Registered Nurse</div> <div>Care Support Worker</div>	

## **5. KEY WORKING RELATIONSHIPS**

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

To work with patients and family/carers to provide specialist nursing knowledge and care, including patient empathy and reassurance.

To support patients in their decision making regarding any procedures or investigations.

To work in conjunction with all other staff within the department – Clinical, nursing and other members of the multidisciplinary team to ensure high standards of patient care.

To forge positive working relationships with other staff within the Trust.

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

To maintain accurate, legible, contemporaneous records of care given.

Record keeping and ensuring all documentation is completed.

Responsibilities for ensuring patients receive high standards of care.

Evaluating clinical care and acting upon the outcomes of evaluation.

Ensuring that equipment is safe for use and report any failures in accordance with agreed department protocols.

Keeping up to date with clinical developments and standards eg: NICE guidance.

To be involved in the evaluation of clinical care and the development of actions plans to address any deficiencies.

To maintain a portfolio of evidence of clinical skills, competency based assessments and underpinning theoretical knowledge as required by the NMC.

To work in a professional autonomous manner within agreed clinical guidelines, accepted both locally and by governing bodies.

Receive information concerning patients' history, sensitive issues.

Liaise with various staff across the Trust to ensure patients' care is of a high standard.

To be involved in breaking bad news as agreed with Clinicians.

Participate in the IPR (Individual Performance Review) Programme, in accordance with the IPR Organisational policy.

Act as a support/mentor for other staff within the Department.

In conjunction with other staff members, plan and prioritise own workload.

Self development and participation in continuous and post-basic education, as laid down by the NMC.

Maintain standards and work to clinical nursing procedures as formulated by the Trust.

Assist in the induction training of new staff members, meeting professional requirements by actively participating in teaching.

To be involved in the mentorship of new staff members and the development of a comprehensive training package.

To act as an expert resource for training/education for other team members.

Maintain up to date knowledge of developments in nursing.

Ensure that patients are kept informed at all times

Ensure that patients are dignity and privacy at all times

Report for duty attired and of appearance so as to conform with Trust policy

Learning from the patient experience to constantly drive up standards is paramount. The post holder will be accountable for ensuring the highest standard of care is delivered and will constantly promote: patient safety, effective care and a positive patient experience at each stage of the patient's journey.

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

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post holder is expected to:-

Adhere to Trust policies and procedures and relevant legislation including the requirements of any professional bodies attend mandatory training as identified by the Trust.

HDFT takes its responsibility for the Safeguarding of Children and Vulnerable Adults Seriously /each member of staff must comply with the HDFT policy, procedures and strategies relating to Safeguarding.

## **8. JOB DESCRIPTION AGREEMENT**

Post holder's signature .....

Date .....

Line Manager's signature .....

Date .....

## PERSON SPECIFICATION

POST TITLE: **Registered Nurse**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Registered Nurse with current NMC registration</li> <li>Evidence of ongoing professional development within a hospital setting</li> </ul>	<ul style="list-style-type: none"> <li>Diploma/Degree in Nursing or related field</li> <li>Teaching qualification</li> <li>Mental Health qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Ability to work unsupervised at times</li> <li>Experience of team working</li> <li>Pre-registration clinical experience</li> </ul>	<ul style="list-style-type: none"> <li>Post registration clinical experience</li> <li>Evidence of change management</li> <li>Working with patients with mental health requirements</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Current professional/NHS issues</li> <li>Understands the concepts of Clinical Governance including Evidence Based Practice</li> </ul>	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Ability to provide holistic nursing care. Good verbal and written communication skills</li> <li>Ability to work under pressure in a busy environment</li> <li>Ability to organise and prioritise own workload</li> <li>To be aware and adhere to rules of confidentiality regarding patient data</li> <li>Ability to work independently and within a team</li> <li>Able to follow Trust policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>IT skills</li> </ul>

Personal Circumstances	<ul style="list-style-type: none"> <li>• Able to foster positive relationships with all levels of staff</li> <li>• Able to work effectively in a team</li> <li>• Shows initiative, enthusiasm and commitment</li> <li>• Ability to be flexible with work patterns as the service requires</li> </ul>	<ul style="list-style-type: none"> <li>• An innovative approach to nursing that seeks to improve standards of patient care.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Satisfactory Occupational Health clearance</li> <li>• Satisfactory DBS Disclosure clearance</li> </ul>	

### PERSON SPECIFICATION AGREEMENT

Post holder .....

Date .....

Line Manager .....

Date .....

Each of the above points should be considered in the light of minimum requirements listed in the job description.