

JOB DESCRIPTION

Job No: 1646UMAI

1. Job Details

| | |
|-----------------|-------------------------------------|
| Job title | Registered Nurse |
| Job grade | Band 5 |
| Hours | Various |
| Reports to | Band 7 Lead Nurse |
| Division | Medicine |
| Department/Area | Medical Day Case Unit |
| Location | Sherwood Forest Hospitals NHS Trust |

2. Job Purpose

'The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.'

The post holder will support the Ward Sister in ensuring the delivery of high quality patient care upholding patient dignity delivered with kindness and compassion

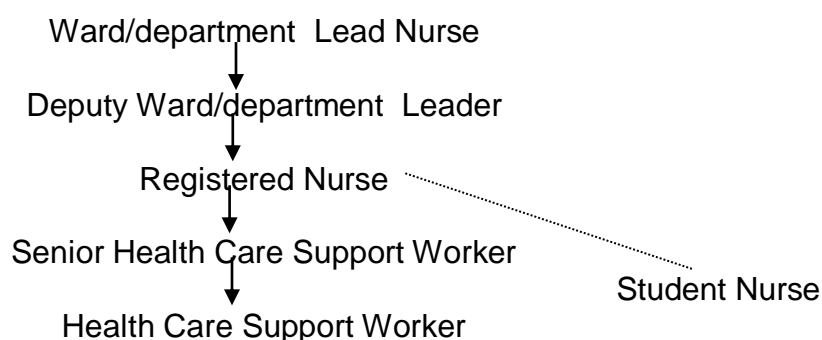
Provide and monitor the nursing care for a designated group of patients during a care episode.

Actively contribute to an effective learning environment.

The post holder will promote a team nursing philosophy of care.

3. Role of the Department

4. Organisational Chart



5. Key Result Areas

Work within and empower others in pursuit of a shared vision to ensure the effective provision of patient care. Ensure care is delivered in accordance with NMC and Trust policies.

Communication with patients, carers, relatives and multi disciplinary colleagues, ensuring they receive and exchange clear and accurate information, overcoming any differences or barriers to understanding using persuasive, empathic and reassurance skills to gain compliance and consent. . The nature of the information given may be complex and/or sensitive and require persuasion, empathetic and reassurance skills.

To form effective partnerships with patients and their family / carers.

Create and maintain accurate and legible documentation to support communication and evidence of care given.

Maximise opportunities to participate fully as a team member by sharing knowledge, and information and involving team members in decision making to promote cohesive team working.

To understand his/her role in the organisation and work team and the scope of that role and seeks help when unsure.

Recognise the need for confidentiality regarding individual patients, acting as their advocate when patients themselves are unable to.

The post holder may be required to re-prioritise planned workload and staffing requirements as situations change, and liaise with external agencies.

Undertakes a routine assessment of individuals health and well being using a recognised model of care, promptly alerting the team when there are any changes to an individuals well being or any possible risks.

To recognise the 'deteriorating patient' and escalate accordingly, documenting all actions.

Reports any accidents/incidents directly to the Line Manager, therefore allowing lessons to be learned. Supports the Trust to provide a no blame culture.

As a team member will be aware of hospital policy and procedures, working with the ward/department leader to ensure all professionals are working within best practise guidelines.

Involve multi-disciplinary team members identifying issues and that affect the smooth organisation of the ward/department and propose changes which will improve the outcome of delivery of care.

The post holder has no budgetary control but will be expected to observe a personal duty of care to equipment and resources used in the course of duty. There will be a requirement to handle patient valuables frequently and cash/cheques occasionally, and confirm attendance of additional and external staff.

Requirement to act as student assessor/mentor to assist in the achievement of the set objectives and will act as a preceptor for newly qualified staff or new starters to the organisation.

Acts as a role model within the ward/department, promoting and demonstrating standards of

care and behaviour expected. Supports people's equality, diversity and rights, recognising the importance of individuality and interprets them in a way that is consistent with Trust policies, procedures and legislation.

Challenges behaviour which infringes on the rights of others, identifies and takes action to address discrimination and oppression.

The post holder is responsible for the completeness of patient records which may be verbal, written or electronic and in accordance with NMC and Trust policies.

The post holder will regularly demonstrate awareness to the application and evaluation of research findings and appropriate research studies within the clinical area, and may be occasionally required to participate in clinical trials.

Works within the Trust Clinical Governance framework and procedures, ensuring they recognise their own levels of competence, to encompass the competent use of diagnostic and therapeutic equipment.

Participate in the Trust staff appraisal system and demonstrate the agreement and achievement of personal and organisational objectives.

Develop and maintain a professional portfolio in accordance with NMC guidelines.

Post holder is required to act as a link nurse for a specified area on nomination from the Ward Leader.

In the absence of the Ward/Department Leader take an active role in the resolution of complaints at a local level which could include disputes between colleagues, patients, relatives and multi disciplinary professionals. Assist with investigating and responding to formal complaints and clinical incidents. Support any action required to address any weaknesses identified.

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

6. Physical Skills

The need for a degree of dexterity with some advanced sensory skills for assessment of patients where accuracy is important.

7. Responsibilities of the Post Holder

The post holder will be responsible and accountable for the nursing care of a group of patients whilst in the ward/department. There will be some requirement to educate and provide supervision to nursing staff, students and care assistants in the provision of care, usually on a daily basis, and will understand and monitor the consequence of their action and how this affect patients, carers and colleagues.

Required to develop programmes of care by assessing, planning, implementing and the evaluation of the care pathways. Regularly re-evaluating and changing care pathways as necessary. This may include planning for detailed patient discharge which will involve other professionals and external agencies.

Will take charge of the ward/department in the absence of the Ward/Department Leader as required, undertaking basic HR responsibilities e.g. co-ordination of workload, supervision of skill mix, covering off duty for sickness absence etc.

8. Freedom to Act

Acts in accordance with the NMC code of professional conduct and professional guidelines as a first level registered nurse. Works autonomously and prioritises own workload. Be accountable for own actions. When required to delegate tasks to other colleagues take responsibility for their delegated actions. Understands the scope of the role and seeks help when unsure.

Works within Trust policies and procedures.

9. Physical, Mental and Emotional Effort Required

The post holder will be physically able to undertake the tasks involved in caring for patients where there is requirement for frequent moderate physical effort for SHORT periods in a duty period which may involve manual handling of patients and equipment.

Frequent concentration required for checking documents, drug rounds, calculations and general patient care in a predictable environment.

The post holder will be exposed on a frequent basis to distressing or emotional circumstances with occasional exposure to highly distressing situations e.g. news of terminal illness/unexpected death.

10. Outline of Working Conditions

The role will involve frequent exposure to :

Frequent exposure to uncontained body fluids/foul linen.

Sherwood Forest Hospitals NHS Trust

Person Specification

Post of Registered Nurse Medical Day Case Unit (MDCU)

| Attribute | Essential | Desirable | How Identified |
|--|---|--|----------------|
| Knowledge Requirements | Well developed communication skills and time management. Effective organisational abilities. | Computer and IT skills | |
| Qualifications- Academic/ Craft/ Professional | First Level Registered Nurse | | |
| Further Training | | Cannulation and venepuncture Supporting students AIMS Completion of IV package inc. blood transfusion Central venous access devices (CVAD) | |
| Experience | | Experience of working within an acute care setting Evidence of team working skills Adaptable to meet service needs Ability to work in a multidisciplinary nurse led environment Ability to drive and have access to a car which can be used for work purposes. | |

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|--------------------------|--|--------------------------------------|--|
| Contractual Requirements | Continued Professional Development. Regular Attendance. Ability to work flexibly within working hours of ward/department. Demonstrate professionalism and patient advocacy. | Potential of cross working with OPAT | |
|--------------------------|--|--------------------------------------|--|

FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST

Title of Post Registered Nurse (Generic)

September 2010

| NHS KSF DIMENSIONS | | Level for post | | | | |
|---|------------------|----------------|---|---|---|--|
| | Needed for post? | 1 | 2 | 3 | 4 | Notes |
| CORE DIMENSIONS -relates to all NHS posts | | | | | | |
| 1 Communication | Y | | X | X | | All indicators level 3 by second gateway |
| 2 Personal and people development | Y | | X | X | | All indicators level 3 by first gateway |
| 3 Health, safety and security | Y | | X | | | All indicators by first gateway |
| 4 Service improvement | Y | X | X | | | All indicators level 2 by first gateway |
| 5 Quality | Y | | X | X | | All indicators level 3 by second gateway |
| 6 Equality and diversity | Y | X | | | | |
| SPECIFIC DIMENSIONS | | | | | | |
| HEALTH AND WELLBEING | | | | | | |
| HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing | | | | | | |
| HWB2 Assessment and care planning to meet people's health and wellbeing needs | Y | | X | X | | All indicators level 3 by second gateway |
| HWB3 Protection of health and wellbeing | Y | X | | | | |
| HWB4 Enablement to address health and wellbeing needs | | | | | | |
| HWB5 Provision of care to meet health and wellbeing needs | Y | | X | X | | All indicators level 3 by second gateway |
| HWB6 Assessment and treatment planning | | | | | | |
| HWB7 Interventions and treatments | Y | | | X | | |
| HWB8 Biomedical investigation and intervention | | | | | | |
| HWB9 Equipment and devices to meet health and wellbeing needs | | | | | | |
| HWB10 Products to meet health and wellbeing needs | | | | | | |

| NHS KSF DIMENSIONS | Level for post | | | | | Notes |
|--|------------------|---|---|---|---|--|
| | Needed for post? | 1 | 2 | 3 | 4 | |
| ESTATES AND FACILITIES | | | | | | |
| EF1 Systems, vehicles and equipment | | | | | | |
| EF2 Environments and buildings | | | | | | |
| EF3 Transport and logistics | | | | | | |
| INFORMATION AND KNOWLEDGE | | | | | | |
| IK1 Information processing | | | | | | |
| IK2 Information collection and analysis | | | | | | |
| IK3 Knowledge and information resources | | | | | | |
| GENERAL | | | | | | |
| G1 Learning and development | Y | X | | | | All indicators level 1 by the second gateway |
| G2 Development and innovation | | | | | | |
| G3 Procurement and commissioning | | | | | | |
| G4 Financial Management | | | | | | |
| G5 Services and project management | | | | | | |
| G6 People management | | | | | | |
| G7 Capacity and capability | | | | | | |
| G8 Public relations and marketing | | | | | | |

Notes

Job Description Agreement

Job Holder's Signature: Date:

Line Manager's Signature: Date:

Updated October 2019