

# **GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST**

## **JOB DESCRIPTION**

### **1. JOB DETAILS.**

<b>Job details:</b>	<b>Registered Nurse.</b>
<b>Department/Area:</b>	<b>Acute care Units</b>
<b>Location:</b>	<b>Gloucestershire Royal Hospital</b>

### **2. JOB PURPOSE.**

- To manage the ward and professionally lead the nursing team in the clinical area in the absence of the ward manager/ team leader and as part of the multi-disciplinary team.
- To deliver and supervise patient care for the clinical area ensuring assessment, planning, implementation and the evaluation of a high standard of nursing care.
- To manage case load of patients within defined clinical area.
- To manage the deep vein thrombosis area, PE and cellulites pathways and elective procedures.

### **3. DIMENSIONS**

- To support the senior members of staff in the management and supervision of the defined clinical area.
- To organize own time and students within the funded establishment.
- To maintain and professionally lead the coordination of admissions and transfer of patients.
- To effectively support the deep vein thrombosis out of hours service, whilst providing in-house cover to maintain the service which includes working with other multidisciplinary team.

### **4. ORGANISATION CHART.**

**Lead Nurse**

**Sister**

**Registered Nurse/Staff Nurse**

**Health care Assistants**

### **5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED.**

- Registered Nurse with the Nursing and Midwifery Council with appropriate teaching/assessing qualification, with a minimum one years post registration experience. Evidence of post registration qualification/equivalent.
- Enhanced IT skills.
- Enhanced levels of dexterity and accuracy pertaining to clinical skills.
- Act as a role model and resource for all staff disseminating clinical skills and knowledge.
- Demonstrates evidence of communication/problem solving skills within a team, including organizational and planning skills.
- To participate in own and teams personal and professional development. Ensuring progression through Individual performance Development review and PREP guidelines.
- Demonstrate understanding of research and evidence based practice, and participate as required audit.
- Evidence of teaching and assessing qualification.
- Up to date knowledge of the Mental Health Act.
- Expert knowledge of equipment and procedures required for immediate life support.
- Cannulation, venepuncture and Intravenous drug administration is essential.

## 6. **KEY RESULT AREAS.**

- The ability to lead a team in the assessment, planning, implementation and evaluation of patient care with the multidisciplinary team and provides leadership which inspires others.
- To communicate effectively especially where the patient ability to do so is compromised.
- To lead and deliver safe care within a challenging and changing clinical environment, using equipment and resources safely and as appropriate.
- To administer medication and treatment within procedure for the ordering, prescribing and administration of medication guidelines.
- In accordance with the data protection act, assist ward manager in maintaining accurate and up to date patient records.
- To ensure that patients admitted by GP and A&E are appropriate to the specialty and that transfers out of the acute assessment area are appropriate to our specific area.

## 7. **COMMUNICATIONS AND WORKING RELATIONS**

- Nursing Line Manager.

- Senior Nurses within the trust.
- Consultants and medical staff
- Out side agencies.
- Multidisciplinary team. Including the discharge team
- Patients and significant others.
- Community Support Service.
- PALS and other patient agencies.
- Bed Management Team.
- Training Department.

**8. MOST CHALLENGING PART OF YOUR JOB.**

- Ability to work under pressure and manage the Acute care unit patients in an ever- changing, challenging environment whilst maintaining excellent standards of patient care.
- To manage staff, patient and public expectations of the service and ensure a high standard of care if met.
- Demonstrating flexibility and creativity to be able to optimize Patient flow with the unit.
- For rotation to the Acute Assessment unit when required.

**9. PHYSICAL EFFORT AND WORKING CONDITIONS**

- Responsibility to ensure all aspects of the manual handling guidelines providing appropriate risk assessments.
- You may be expected to manoeuvre patients/objects over 15kg using appropriate aids.
- Responsibility to manage clinical care following required policies and procedures in infection control and COSHH regulations.
- To manage own and others time effectively within variable shift patterns
- Ability to work where the work pattern may be unpredictable.
- Ability to work where the work pattern may be interrupted but there is also a requirement for concentration e.g. drug rounds, cannulation, venepuncture.

**10. JOB DESCRIPTION AGREEMENT.**

**Job Holders Signature:**

**Date.**

**Managers/Head of Department  
Signature:**

**Date.**

**Title:**

**Date.**

# **GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST**

## **Confidentiality**

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

## **Terms and Conditions of Service**

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

## **Health and Safety**

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

## **Data Quality**

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

## **NB**

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

**Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites,**

## **JOB SHARE**

As part of its commitment to Equal Opportunities in employment, Gloucestershire Hospitals NHS Foundation Trust has a policy on Job Sharing. Under this policy all posts, unless exempted, are open to Job Share.

Should you wish to apply for this post on a job share basis please write "Job Share" on the application form in the box "Application for the post of".

Shortlisted Job Share applicants may be invited to attend for a second interview with a potential partner so that working arrangements etc can be discussed,

Copies of our leaflet "Job Share Policy – a Guide for Staff" are available on request from the Personnel Department

## **CRB**

**This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions.**