

## Job Description

<b>Division:</b>	<b>Medical</b>
<b>Job Title:</b>	<b>Registered Nurse Band</b>
<b>Band:</b>	<b>5</b>
<b>Location:</b>	<b>County Hospital</b>
<b>Hours of Duty:</b>	<b>30 hrs</b>
<b>Managerially accountable to:</b>	<b>Sister/Charge Nurse</b>
<b>Professionally accountable to:</b>	<b>Sister/Charge Nurse</b>
<b>Key Relationships:</b>	<b>Junior Sister / Charge Nurse</b> <b>Senior Staff Nurse for Quality</b> <b>Ward Team</b> <b>Other wards and Departments</b>

### **Role Summary**

Primarily the post holder will work as a skilled member of the team to assist in the high level of care to patients. This includes planning, assessment, implementation and evaluation of patient's care following agreed care pathways. They will develop and maintain good patient care, organisational skills and assist with the provision of an environment conducive to clinical excellence. Duties also to include: Consenting patients for procedures and undertaking Pre- assessment clinics once trained. You will be required to work at both County Hospital and Royal Stoke Hospital Endoscopy Units and contracted to work over 7 days a week.

### **Main duties and responsibilities**

- Carry out a pre-assessment of the patient prior to endoscopy taking into account their physical health and psychological needs.
- Obtain consent from patients for endoscopic procedures after discussing with them the risks and benefits associated with the procedure.
- Assisting the scopist with all diagnostic and therapeutic procedures. Enable patients undergoing Upper and Lower GI procedures; Cystoscopy; Bronchoscopy procedures to tolerate the examination in comfort and safety, taking into account issues of privacy and dignity.
- Monitor patients during the procedure, and whilst recovering, and deal with any adverse events that occur.
- Provide post-procedural information to patients and their carers.
- Ensure that all endoscopic equipment used is maintained in accordance with manufacturers' and BSG guidelines.
- Ensure due regard is given to the customs, values and spiritual beliefs of patients, carers and relatives.
- Promote effective communication within the multi-disciplinary team

- Identify the learning needs of patients, relatives and staff, and in consultation with the Senior Staff plan and implement programmes to meet those needs, thereby improving practice.
- Ensure all written communication adheres to the expected documentation standards.
- Facilitate the induction and orientation of new staff to the department.
- Act as a mentor / learning resource to learners / junior staff.
- Develop own knowledge base, ensuring practice is evidence based and contributes to the enhancement of patient care.
- Act as a reflective practitioner, questioning clinical practice.
- Actively participate in departmental education programmes.
- Act in a professional manner and as a role model to other staff.
- Ensure effective and efficient use of all departmental resources.
- Help ensure that appropriate stock levels are maintained.
- To provide and maintain the highest possible standard of nursing care for the patients and their families by ensuring that an ongoing welcoming, caring and safe environment is provided for the patients.
- Assessing, developing and implementing patient care plans whilst evaluating care given, ensuring all documentation is completed accurately, giving and receiving patient centred handovers.
- Follow guidelines on maintaining patient's notes and documents, ensuring legibility and accuracy of nursing records, being aware of the legal implications of these documents.
- Monitor and report on patient condition to the medical staff, ensuring all members of the healthcare team are kept informed of the changing needs of the patient. Ensure prescribed treatments are carried out.
- Ensure good communication exists between all healthcare professionals caring for patients and to promote harmonious working relationships and safe working practices.
- To take all measures to ensure the safety of patients. To report all accidents/incidents promptly to the nurse in charge, also completing the relevant form correctly.
- To be competent in the administration of oral drugs used in the ward environment and to undertake relevant drug administration training to comply with corporate guidelines for the control of all drugs.
- To assist with safe custody, storage and control of all drugs at ward level.
- To develop a progressing knowledge of common conditions their management and treatment.

- To be familiar with all departmental and emergency equipment, ensuring it is checked in line with policy ensuring any problems with equipment are reported and the equipment removed from use as appropriate.
- After a period of supervision be able to undertake and deliver education and advice to patients, being able to identify risk factors and life style changes that may influence patient outcomes.
- To ensure the safe care and custody of patient’s property and valuables in line with the agreed procedure.
- To ensure the discharge planning process starts on admission, to prevent delays and make good utilisation of ward resources.
- Ensure that nursing procedures are implemented and maintained in accordance with Clinical Governance policies.
- Collect statistical information and assist in carrying out audit as required in relation to the service, and attend educational audit process for the unit.
- Act at all times in accordance with the NMC/UHNM Code of Professional Conduct and to ensure that procedures are implemented and maintained in accordance with Clinical Governance policy.
- Report and assist in investigating complaints/untoward incidents.
- Under take additional learning through the JETS Workforce competencies.

### **Scope and Purpose of Job Description**

A job description does not constitute a ‘term and condition of employment’. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees’ duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

### **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust’s appraisal process.

### **Values & Promises**

We have four core values and promises that were co-created by our staff, patients and carers.

#### **Together**



- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

### **Compassion**

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

### **Safe**

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

### **Improving**

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

### **Health and Safety**

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

### **Confidentiality**

To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

### **Equality and Diversity**

To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

### **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

#### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

#### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

#### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

#### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

#### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring that they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality

GDPR replaces the EU Data Protection Directive of 1995 and supersedes the law of member states that were developed in compliance with the Data Protection Directive 95/45/EC. Its purpose is to protect the "right and freedom" of natural persons (i.e. living individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent.

Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to confidential patient information but is far wider in its scope, e.g. it also covers personal records.

Whiles GDPR applies to both patient and employee information, the Confidentiality Code of Practice (COP) applies only to patient information. The COP incorporates the requirements of GDPR and other relevant legislations together with the recommendations of the Caldicott report and medical

ethics considerations, in some cases extending statutory requirements and provides detailed specific guidance.

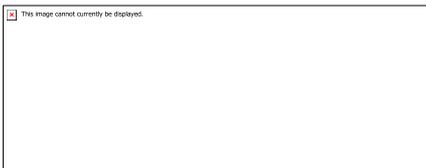
**Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust’s intranet, or alternatively copies can be obtained from the Human Resources Directorate

**Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): ‘Our 2020 Vision: Our Sustainable Future’ with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust’s environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_