

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Pre Registration Nurse (prior to entry on the NMC register)
<b>Band:</b>	4
<b>Location:</b>	Norfolk and Norwich University Hospital
<b>Department:</b>	
<b>Managerially Accountable to:</b>	Ward/Department Sister/Charge Nurse, Service Manager/Operational Manager
<b>Professionally Accountable to:</b>	Divisional Nurse Director

### **Job Purpose:**

To consolidate pre-registration training; undertaking a range of clinical activities under the direction of the Registered Nurse. To work with all members of the Ward/Department clinical team within the multi-disciplinary framework to deliver person centred patient care consistent with the NHS constitution and the 6 values, Care, Compassion, Competence, Communication, Courage and Commitment. Maintain a high standard of patient care and work in accordance with the principles laid down by the Nursing / Midwifery professional bodies and Trust Policies, under the direction of the Ward/Department Sister/Charge Nurse.

To support the delivery of a high quality, safe and compassionate healthcare service. All staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence.

### **Overview of Essential Responsibilities:**

**Pre-Registration with Nursing and Midwifery Council (prior to PIN being confirmed).**

#### **Clinical**

1. Ensure practice is in accordance with the NMC Code and work within limits of competence.
2. Assist in the management of patient case load under the direction of the Registered Nurse

3. To accurately and promptly carry out the instructions of the Registered Nurse who is professionally accountable for the delivery of care.
4. Carry out assessment, planning, delivery and evaluation of nursing care under the direction of a more senior member of staff.
5. To report to registered staff any patient that gives cause for concern or any observed changes in a patient's clinical condition
6. To report all care provided to patients within the team to the Registered Nurse. Accountable for those patients.
7. To accurately document all care delivered to patients, countersigned by a Registered Nurse maintaining confidentiality at all times.
8. To respond appropriately to clinical emergencies, participating in emergency situations, and observing experienced nurses in order to further develop management skills in this area.
9. To be aware of and adhere to all Trust policies and guidelines when undertaking any activities e.g. Infection Control and Uniform / Dress Code.
10. Provide and deliver a high standard of person centred patient care in accordance with all essential standards (CQC).
11. To assist in the preparation of patients and equipment for treatment, investigations or procedures as directed by a Registered Nurse.
12. To support the patient and care for the patient pre, peri and post procedure, when appropriate, under the direction of the Registered Nurse.
13. To chaperone/escort patients to other clinical departments under the direction of the Registered Nurse.
14. To support relatives under the guidance of a Registered Nurse
15. To assist with the admission and discharge process for patients directed by Registered Nurse.
16. To maintain confidentiality of information (written, verbal, electronic), whilst being aware of the Freedom for Information Act.
17. To ensure the safe custody, supply and administration of drugs and therapeutic substances working to the level of a third year student and under the direct supervision of the Registered Nurse.
18. Ensure the safekeeping of patients' property and valuables.
19. Actively participate in meetings related to own clinical area.

## **Communication**

1. Communicate effectively within the nursing team, multi-disciplinary team and other departments to ensure that patient care is well planned and coordinated.
2. To contribute to the handover of the care of patients within the team under the direct supervision of a Registered Nurse maintaining confidentiality at all times.
3. Report incidents, accidents, and complaints to the senior nurse on duty.
4. Use the hospital information support system and other computer systems as required by the clinical area.

## **Professional Development**

1. To commence the Trust's Preceptorship Programme, identifying learning objectives and beginning the preceptorship documentation using the KSF outline as a guide.
2. To complete Ward/Department and Trust induction and mandatory training as required.
3. Ensure own practice is up to date and evidence based and demonstrate an awareness of current, relevant research.
4. To further develop knowledge and skills relevant to the clinical area by undertaking appropriate tasks under the direct supervision of the Registered Nurse.

## **Specific Additional Responsibilities:**

1. To continue practice as a third year student nurse, undertaking such skills which have been taught and assessed during training under the direct supervision of a Registered Nurse until confirmation of entry to the NMC register is received.
2. To wear a badge with the title 'Pre-Registration Nurse', until registration is confirmed, at which time a new name badge will be ordered by the relevant manager. The Pre-Registration Nurse badge is to be cleaned and returned to the Practice Development & Education Department.

**NB: Once registration with the NMC is confirmed the post holder should commence working to the job description for a Band 5 Registered Nurse using the appendix for the preceptorship period.**

<b>Functional Requirements</b>			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	No	Prevention and management of aggression	No
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	Yes	Frequent hand washing/wearing gloves	Yes
VDU user	No	Chemical sensitisers	No
Driving patients	No	Noise	No
Other (please state)	Choose an item.		

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
Completion of Pre-Registration training to diploma or degree level (final award to be confirmed)	Essential	A/I
Entitlement to enter the NMC register as a Registered Nurse	Essential	A/I
<b>Experience</b>		
Recent experience of nursing in an acute hospital environment	Essential	A
Knowledge / experience of relevant speciality	Desirable	A/I
<b>Skills, abilities and knowledge</b>		
Good communication and inter-personal skills	Essential	I
Ability to maintain high standards of care	Essential	I
Ability to recognise own limitations	Essential	I
Able to use own initiative appropriately	Essential	I
Ability to use IT to the benefit of patient care	Desirable	I
Time management skills	Essential	I

<b>Attitude, aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence To demonstrate the values and behaviours as laid down in the NHS constitution	Essential	AF/I
Willing to further develop knowledge and skills	Essential	I
Willing to undertake enhanced practice training in skills relevant to the clinical area	Essential	I
Interested in mentoring, supervision and teaching and assessing	Essential	I
A desire to work in an acute hospital setting	Essential	I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.