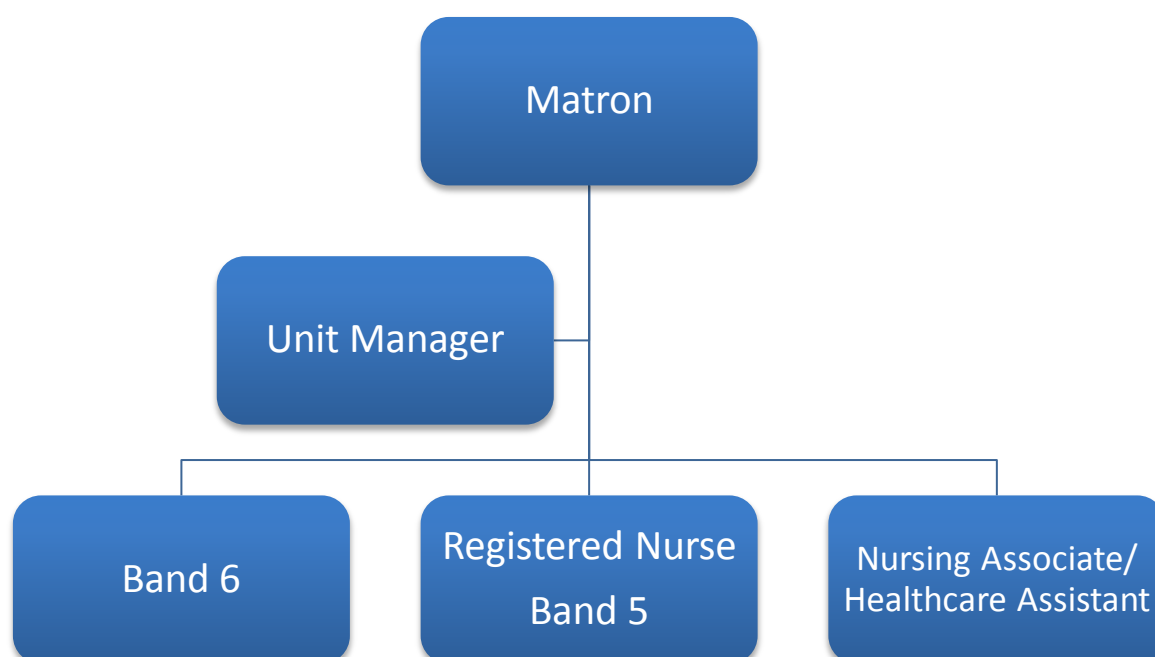


## JOB DESCRIPTION

<b>Job Title:</b>	Registered Nurse
<b>Band/Pay:</b>	Band 5
<b>Department:</b>	Outpatients



### Job overview

As a Registered Nurse with Torbay and South Devon NHS Foundation Trust, you will be working together as part of a multidisciplinary, professional team to assess care needs, and develop, implement and evaluate programmes of care. Our staff are committed to providing high standards of individualised care for the people who use our services, whilst maintaining their privacy and dignity at all times.

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## **Main duties of the job**

- Act with professionalism and integrity - being a role model for those around you, ensuring that everyone has equal opportunity
- Find solutions to problems and be able to demonstrate a positive approach to new challenges, encouraging others to do the same
- Understand what people need and be adaptable and responsive to provide a service which is tailored to meet the needs of every individual
- Help to create an environment where differences are valued, encouraged and supported
- To provide a high-quality, person-centred service which complies with relevant legislation and standards
- Be honest and learn from mistakes. Help to create a 'no blame' culture where people feel able to share and learn from experiences, together
- Work as part of a multidisciplinary team, demonstrating effective communication.
- Work collaboratively with colleagues at all levels, both within, and outside the department
- Be mindful of how your role impacts the wider organisation and the people we serve
- Build rapport and trust with those you work with, ensuring that people are supported to be as well as they can be
- Actively listen, showing empathy when needed
- Be curious and creative about new ideas and possibilities – identify what works well and do more of it
- Help to develop and foster a learning environment where feedback is welcomed and valued
- Be able to work with autonomy and be accountable for your actions. Make decisions which are best for the service without seeking permission unless necessary

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## **About your new team and department**

We aim to deliver high quality care with compassion to support patients during their Outpatients experience. We are seeking an enthusiastic & highly motivated person to join our friendly Team as a Band 5 Staff Nurse working 37.5 hours per week. You will need to be able to work hours flexibly to meet needs of the service.

The ideal candidate will need to adapt to the many varying clinics within the department. You will need to enjoy working within an evolving service. There will be an expectation that the ideal candidate will be prepared to support learners within the department.

## **Detailed job description and responsibilities**

### **Communication and Working Relationships**

- To liaise and communicate effectively with all parts of the multidisciplinary team to co-ordinate person-centred care
- To liaise and communicate effectively with all service users and relatives.
- To ensure a cohesive working environment and effective team work in all assignments
- To liaise with the multidisciplinary team, coordinating patient care, communicating with relatives ensuring they have adequate information at all times
- To liaise with other departments ensuring information regarding the patient is given appropriately

### **Planning and Organisation**

- Excellent organisation and prioritisation skills to effectively assess, plan, deliver and evaluate individualised care plans
- Be responsive to change and able to work in an environment which has constant interruptions

### **Responsibility and Accountability**

- Act with integrity and professionalism, ensuring that you are demonstrating responsible behaviours at all times, in accordance with our Trust values
- Be accountable for your actions and learn from mistakes. Be honest and share experiences, encouraging learning in others
- Supporting the wider team during peak activity or during absences.
- To ensure high standards of care in accordance with agreed policies and procedures
- To administer prescribed medication effectively and safely according to Trust requirements and in line with the NMC guidelines

### **Policy and Service Responsibility**

- All staff have a responsibility to ensure that the needs of the service are met in a timely and efficient manner
- Encourage and welcome feedback to ensure that we as individuals, and as a collective team, learn and continually improve
- To be aware of all Trust policies and procedures

### **Responsibility for Supervision, Leadership and Management**

- There is direct supervision responsibility within this role you will be expected to support other members of the team, acting as a role model at all times
- On occasions take charge of an area in the absence of more senior staff
- Work flexibly to ensure the department collectively achieves its goals. Work with colleagues, seeking or offering support as required

### **Personal Development**

- To be responsible for own personal and professional development; attending study days/courses as appropriate
- Attend mandatory training is kept up-to-date and develop and maintain own knowledge and skills

- Actively contribute to reviews with your line manager, including supervision and achievement reviews. Be able to ask for support as required
- To keep up to date with nursing developments and research, incorporating into nursing practice where appropriate
- To be accountable for own actions

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>NMC Registered (Level 1)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma / degree in nursing or on a pathway</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Evidence of meeting PREP requirements</li> <li>Able to assess, plan, implement and evaluate patient care</li> <li>Knowledge of clinical governance</li> <li>Knowledge of individual responsibility to health and safety and clinical risk</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the NHS plan and current initiatives</li> </ul>
<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>Self-motivated with the ability to prioritise care</li> <li>Ability to communicate clearly and effectively</li> <li>Excellent telephone / bedside manner / customer skills</li> <li>Ability to work as part of a team as well as on own initiative</li> <li>Effective interpersonal skills</li> </ul>	
<b>Requirements due to work environment/conditions</b>	<ul style="list-style-type: none"> <li>Flexibility on working hours and location</li> <li>Able to work at short notice and at busy times including school holidays / outside of normal office hours</li> </ul>	

<b>Physical skills</b>	
<b>Physical effort</b>	<ul style="list-style-type: none"> <li>• Ability to move and handle clients and equipment in line with the Trusts Manual Handling procedures</li> </ul>
<b>Emotional effort</b>	<ul style="list-style-type: none"> <li>• Conflict management</li> <li>• May frequently be exposed to distressed clients, occasional people with challenging behaviour and disturbing situations such as terminally ill and very sick clients of all age groups</li> <li>• Able to break bad news to patients and their relatives</li> </ul>
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>• Able to manage time effectively and multi-task using own initiative due to high volumes of work</li> <li>• Must be able to concentrate and deal with frequent interruptions</li> </ul>