



JOB DESCRIPTION

Job Details:

Job Title:	Ward Runner
Band:	Band 2
Location:	Various
Department:	NHS Reserve
Managerially Accountable to:	Ward/Department Sister/Charge Nurse
Professionally Accountable to:	NHS Reserve Clinical Manager

NHS Reserve Overview:

The NHS Reserve is a ground-breaking scheme for NHS England to create a dedicated pool of clinical and corporate workers to support emergency and surge demand for health and social care services.

The NHS Reserve harnesses many years of knowledge and experience to support targeted health campaigns such as vaccinations, continuous care assessments, discharge to assess, support to urgent & emergency care and task orientated roles.

The Reserve is an exciting alternative to working on bank with work-life flexibility and limited commitment. We offer the opportunity to work with like-minded health and social care professionals to support both planned and surges in workforce demand through seasonal variation and emergency priorities.

Job Purpose

Under the direction of a Registered Clinical Professional, work with all members of the multi-disciplinary team, to contribute to the provision of the highest standards of patient care delivered with dignity, respect and compassion. This is with particular emphasis on basic patient care including hydration & nutrition and general patient welfare. This role is suitable for those with existing health & care experience or those new to health & social care.

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, Dedication, Integrity and Excellence.



Overview of essential responsibilities:

Clinical:

1. To accurately and promptly carry out the instructions of the Registered Clinical Professional who is professionally accountable for the delivery of care.
2. To report to Registered Clinical Professional any patient who gives cause for concern or any observed changes in the patient's condition.
3. To respond appropriately to clinical emergencies to ensure the patient receives appropriate care.
4. Provide and deliver a high standard of individualised personal patient care.
5. To report all care that has been given to patients within the team to a Registered Clinical Professional.
6. To accurately document care rounding, feeding charts, inputting observations and mobility charts in preparation to be countersigned by a Registered Clinical Professional, ensuring to maintain confidentiality at all times.
7. To assist in the preparation of patients and equipment for treatment, investigations or procedures as directed by the Registered Clinical Professional.
8. To keep the clinical area clean and tidy maintaining a safe environment.
9. To adhere to Trust infection control procedures demonstrating an understanding of cross infection.
10. To chaperone/escort patients to other clinical departments under the direction of the Registered Clinical Professional.
11. To support relatives under the guidance of a Registered Clinical Professional.

Communication:

1. To be effective, clear and accurate when using all forms of communication throughout the clinical environment.
2. Welcome patients, visitors and relatives patients to the clinical area, providing assistance, support and information where required.
3. Provide a high standard of support to patients and visitors who may have barriers to effective communication.
4. Communicate effectively within the multi-disciplinary team and other departments to ensure that patient care is well planned and coordinated.



5. Contribute to the reporting, handover and documentation of patient care under the direct supervision of a Registered Clinical Professional maintaining confidentiality at all times.
6. Report incidents, accidents and complaints to senior colleague on duty.
7. Use the Information systems as required by the clinical area.

Housekeeping/Management:

1. Take all reasonable steps to ensure the safe keeping of patient's property in accordance with local policies.
2. Promote a professional, welcoming and uncluttered environment; keep all storage areas safe and clean and tidy.
3. To share responsibility in the care, cleanliness and maintenance of all equipment in the clinical area.
4. Ensure all waste and soiled linen is disposed of in line with local policies.
5. Cleaning and checking of beds, lockers, oxygen and suction in the patient area following discharge and in preparation for admission.

Professional/Educational:

1. Attend mandatory training sessions, complete e-learning and all required updates.
2. Achieve and maintain levels of competency in line with the role.
3. Take personal responsibility for learning objectives.
4. Maintain up to date knowledge of changes in policies and procedures relevant to the post.
5. Participate in training sessions relevant to the clinical area being flexible in relation to client requirements.
6. Observe the knowledge and skills framework outlined for the post.



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



Job Specification:

	Means of Assessment	
	Essential/ Desirable	Application Form/Interview/Test/Refs
Qualifications/Training and Professional Development		
General Education to GCSE Level in Maths and English	Essential	Application form/Interview
Care Certificate	Desirable	Application form/Interview
NVQ Level 2	Desirable	Application form/Interview
Experience		
Experience of working effectively as part of a team	Essential	Application form/Interview/Refs
Previous experience working in a clinical setting	Desirable	Application form/Refs
Skills, abilities and knowledge		
Demonstrates a patient focused approach	Essential	Application Form/ Interview
Is committed to providing the best possible care to patients	Essential	Application Form/ Interview
Ability to verbally communicate clearly and effectively in the English Language	Essential	Interview
Clear and effective reading and writing in the English language	Essential	Application form
Basic calculation and numeracy skills	Essential	Interview
Can follow instructions and learn procedures	Essential	Application form/Interview/Refs
Basic computer/IT skills	Essential	Application form/Interview
First Aid training	Desirable	Application form/Interview
Understanding of confidentiality	Essential	Interview
Understanding of the HCA role	Desirable	Interview
Information Governance Training	Desirable	Application form/Interview



Attitude, aptitude		
Punctual, motivated and committed	Essential	Interview/Refs
Caring and compassionate with excellent interpersonal and communication skills	Essential	Interview/Refs
Inclusive and non-judgemental	Essential	Interview/Refs
Able to cope with stress and challenging situations	Essential	Interview/Refs
Reliable and professional	Essential	Interview/Refs
Flexible, adaptable and responsible to change	Essential	Interview/Refs
Able to prioritise own workload and manage time effectively	Essential	Interview/Refs
Able to work well in a team	Essential	Interview/Refs
Able to recognise own limitations	Essential	Interview/Refs
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview

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

This job description indicates 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. For further information please contact norfolkwaveneyreservist@nnuh.nhs.uk