

JOB DESCRIPTION

Job Details:

Job Title:	Registered Nurse – Renal Therapies (rotational post)
Band:	Band 5
Location:	Norfolk and Norwich University Hospital
Department:	Renal Medicine
Managerially Accountable to:	Ward/Department Sister/Charge Nurse
Professionally Accountable to:	Service Manager/Operational Manager/Assistant Director of Nursing

Job Purpose:

To work with all members of the Ward/Department clinical team within the multi-disciplinary framework. Maintain a high standard of patient care under the direction of the Ward/Department Sister/Charge Nurse. To act as a leader in the clinical area, in the absence of a more senior member of staff. To work in accordance with the principles laid down by the Nursing/Midwifery professional bodies and Trust Policies

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 and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

Clinical:

1. Ensure practice is in accordance with the NMC Code of Professional Conduct and work within limits of competence
2. To have successfully completed the Trust's preceptorship programme
3. Maintain a high standard of nursing care applying evidence-based practice
4. Carry out assessment, planning, delivery and evaluation of nursing care without supervision both in a hospital and community setting
5. Carry out the daily personal care of patients
6. Maintain accurate records of all care given

7. Update patient administration systems e.g. PAS to ensure real time data collection and confidentiality
8. To effectively use information technology for the benefit of patient care in accordance with the Trust's Cyber Code of Conduct
9. To maintain confidentiality of information (written, verbal, electronic), whilst being aware of the Freedom of Information Act
10. To promptly and effectively communicate relevant changes in patient status to the multi-disciplinary team
11. Communicate effectively with patients, relatives, carers, significant others, the multi-disciplinary team and support services
12. Communicate with patients, clients and relatives on emotional and sensitive issues
13. To ensure the safe custody, supply and administration of drugs and therapeutic substances in accordance with Trust policy
14. To participate in clinical audit reviews of patient care, as required
15. To participate in benchmarking activity in the clinical area
16. To promote health education patients, carers and significant others
17. To act as the patients advocate
18. To promptly deal with equipment failure in accordance with Trust procedure
19. To demonstrate competency and teach others in the safe and effective use of equipment in the clinical area
20. To ensure Trust policies are adhered to by all staff and report as necessary
21. To be competent in managing emergency situations including directing other members of the team
22. To be competent in clinical skills including enhanced practice relevant to the clinical area
23. To safeguard the health and welfare of patients, visitors and staff in all circumstances, including management of situations of violence or aggression
24. Liaise with the PALS service on patient care issues
25. To comply with the complaints procedure of the Trust in respect of own area

26. Promptly report all incidents or accidents involving patients, visitors, or staff and take appropriate action according to Trust policy
27. Ensure the safekeeping of patients' property and valuables
28. Contribute to the philosophy and continuous development of the clinical area

Management and Leadership:

29. To manage the ward/department environment and staffing in the absence of a senior member of staff
30. To take responsibility for bed management in the absence of a more senior member of staff
31. Effectively assess and delegate workload according to staff competencies in order to meet patient needs
32. To assist in leading and monitoring the performance and work of the nursing team and support workers
33. To as a professional role model and provide leadership to junior members of staff
34. To support and direct the voluntary workforce in the clinical area
35. Actively participate in meetings related to own clinical area
36. To participate in the appraisal process for junior staff as directed by the Ward/Department Sister/Charge Nurse
37. Assist in the planning of the off duty rota and be flexible within your shift pattern

Educational Responsibilities:

38. To complete the mentorship preparation programme, act as a mentor and provide supervision to junior staff and other learners
39. To provide induction for new staff
40. Teach and assess registered and non-registered staff

Professional Development:

41. Maintain Continuous Professional Development in line with Trust Policy, the Knowledge and Skills Framework and professional bodies
42. Ensure own practice is up to date and evidence based and demonstrate an awareness of current, relevant research

43. To further develop knowledge and skills relevant to the clinical area by undertaking appropriate training and courses of study
44. To develop practice to that of an experienced clinical practitioner with guidance from senior staff, colleagues and through the personal development review process

Specific Additional Responsibilities:

None.

Purpose:

It is recognised that the newly qualified nurse has a different level of responsibility than a nurse at the top of band five. Therefore this appendix has been developed to reflect the role of a newly qualified nurse, an adaptation nurse of a nurse returning to practice.

Clinical Responsibilities:

45. To successfully complete the Trust preceptorship programme within the first six months of qualification
46. To develop competence in assessment, planning, implementation and evaluation of care under the direction of a more senior member of staff
47. To observe methods of clinical audit and participate where appropriate under supervision
48. Participate in emergency situations, and observe experienced nurses in order to further develop management skills in this area

Managerial Responsibilities:

49. Observe experienced nurses and begin to develop management skills in;
 - Staff absence and shortage
 - Beg management
 - Workload delegation
 - Performance monitoring of unregistered staff within the sphere of responsibility
 - Complaints management
 - Difficult situations
50. Assist in induction of new staff
51. To continue to develop communication skills in order to deal with more complex situations

Educational Responsibilities:

52. Develop mentoring skills by;
- Supporting learners when mentor not available
 - Observing experienced mentors
 - Supervising unregistered staff
 - Passing on skills to learners

Professional Responsibilities:

53. To consolidate knowledge gained during training/adaption in relation to clinical skills and to further develop skills relevant to the clinical area
54. To develop a deeper understanding of accountability and professional issues; and to recognise own limitations in practice
55. Gain deeper knowledge and understanding of the clinical specialty as part of professional development, and to become more independent as a practitioner
56. To gain insight into service and practice development in the clinical area by participating in ward meetings/other forums

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

Job Specification:

Means of Assessment

	Essential/ Desirable	Application Interview/Test Form/
Qualifications/training and professional development		
Registered Nurse on the appropriate part of the NMC Register	Essential	Application form/Interview
Within two years of registration, aim to complete the Mentorship programme	Essential	Application form/Interview
Achievement of indicators in KSF outline (subset 1 year, full 5 years)	Essential	Application form/Interview
Post registration qualification relevant to the clinical area	Desirable	Application
Working towards a health related degree	Desirable	Application form/Interview
A1 Vocational Assessor's Qualification or equivalent e.g. D32/D33	Desirable	Application form/Interview
Experience		
Recent experience of nursing in an acute hospital environment	Desirable	Application form
Knowledge/experience of relevant speciality	Desirable	Application form/Interview
Experience of managing/leading a team and co-ordinating workload	Desirable	Application form/Interview
Experience of mentoring, supervision, teaching and assessment	Desirable	Application form/Interview

Skills, abilities and knowledge		
Excellent communication and inter-personal skills	Essential	Interview/Refs
Ability to maintain high standards of care	Essential	Interview/Refs
Competency in clinical skills including enhanced practice relevant to the level of experience and clinical care	Essential	Application form/Interview
Time management skills	Essential	Interview/Refs
Evidence of participation in clinical audit/patient review	Desirable	Interview
Attitude, aptitude		
Evidence of Continuing Professional Development and maintenance of a Personal, Professional Profile	Essential	Application form/Interview
Continual update of KSF evidence portfolio	Essential	Application form/Interview
Willingness to further develop knowledge and skills	Essential	Interview
Willingness to act as a Link Nurse for the Ward/Department	Essential	Interview
Willingness to develop IT and computer skills appropriate to the role	Essential	Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application form/Interview

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.