

JOB DESCRIPTION

Job Details:

Job Title:	Registered Nurse
Band:	Band 5
Location:	Norfolk and Norwich University Hospital
Department:	Emergency Department
Managerially Accountable to:	Emergency Department Matron
Professionally Accountable to:	Senior Matron

Job Purpose:

To work with all members of the Emergency Department clinical team within the multi-disciplinary framework. Maintain a high standard of patient care under the direction of the Emergency 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, Dedication, Integrity and Excellence.

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 successfully complete the Trust's preceptorship programme and Royal College of Nursing Competency Standards for Emergency Nurses
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.
5. Carry out the daily personal care of patients.
6. Maintain accurate records of all care given.
7. Update patient administration system – (e.g. Symphony, 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 for 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 or reviews of patient care, as required.
15. To participate in benchmarking activity in the clinical area.
16. To promote health education to patients, carers and significant others.
17. To act as the patient's 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.
29. To support unexpectedly bereaved relatives in the department and to support junior staff whilst they are undertaking this role.

Management and Leadership:

1. To manage the Emergency Department environment and staffing in the absence of a senior member of staff.
2. Effectively assess and delegate workload according to staff competencies in order to meet patient needs.
3. To assist in leading and monitoring the performance and work of the nursing team and support workers.
4. To act as a professional role model and provide leadership to junior members of staff.
5. To support and direct the voluntary workforce in the clinical area.
6. Actively participate in meetings related to own clinical area.
7. To participate in the appraisal process for junior staff as directed by the Emergency Department Sister/Charge Nurse.

Educational Responsibilities:

1. To complete the mentorship preparation programme or equivalent, act as a mentor and provide supervision to junior staff and other learners.
2. To provide induction for new staff.
3. Teach and assess registered and non-registered staff.

Professional Development:

1. Maintain Continuous Professional Development in line with Trust Policy, local requirements and professional bodies.
2. Ensure own practice is up to date and evidence-based and demonstrate an awareness of current, relevant research.
3. To further develop knowledge and skills relevant to the clinical area by undertaking appropriate training and courses of study.
4. To develop own practice to that of an experienced clinical practitioner with guidance from senior staff, colleagues and through the personal development review process.

Specific Additional Responsibilities:

1. To become competent in all enhanced practice roles in A&E.
2. To undertake the assessment and treatment of paediatric patients.
3. To undertake the assessment and treatment of patients with Mental Health related issues

Appendix to the Band Five Registered Nurse Job Description for the Preceptorship Period

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 or a nurse returning to practice.

Clinical Responsibilities:

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

Managerial Responsibilities:

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

Educational Responsibilities:

1. Develop basic mentoring skills by:

- Supporting learners when mentor not available
- Observing experienced mentors
- Supervising unregistered staff
- Passing on skills to learners.

Professional Responsibilities:

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

Specific Additional Responsibilities:

None.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	Yes	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	Yes
Other (please state)	Choose an item.		

Job Specification:

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
Qualifications/training and professional development		
Registered Nurse on the appropriate part of the NMC Register	Essential	A/I
Mentorship preparation programme or equivalent (or required to complete once in post) if applicable to clinical area	Essential	A/I
One of the following: ILS, ALS, EPLS, ATNC	Desirable	A/I
Post registration qualification relevant to the clinical area	Desirable	A
Paediatric or psychiatric nursing qualification	Desirable	A
Working towards a health related degree	Desirable	A/I
Evidence of Continuing Professional Development and maintenance of a Personal, Professional Profile	Essential	A/I
Willingness to further develop knowledge and skills	Essential	I
Willingness to act as a Link Nurse for the Ward / Department	Essential	I
Willingness to develop IT and computer skills appropriate to the role.	Essential	I
Experience		
Recent experience of nursing in A&E or a critical care area	Desirable	A
Experience of relevant speciality	Desirable	A/I
Experience of managing / leading a team and co-ordinating workload	Desirable	A/I
Experience of mentoring, supervision, teaching and assessment	Desirable	A/I

Skills, abilities and knowledge		
Knowledge of relevant speciality	Desirable	A/I
Attitude, aptitude		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	AF/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.