



GIG
CYMRU
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WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

CAJE REF: RVC/2019/0175 (shared
all Wales - NWT/2018/0495)

JOB DESCRIPTION

JOB DETAILS:

Job Title	Registered Nurse
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Nursing Morrison Delivery Unit
Department	To be completed on recruitment
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward manager/Team Leader/Nurse Manager
Reports to: Name Line Manager	Nurse in charge
Professionally Responsible to:	Head of Nursing

Job Purpose:

The post holder is responsible for the assessment, planning, implementation and evaluation of evidenced-based nursing care, working collaboratively and co-operatively with others to meet the needs of patients and their families in the Endoscopy services.

Assist in the management and organisation of their clinical area and participating in the education, development and supervision of other staff members.

Managerial / Leadership

- May be required (dependent on level of experience) in absence of manager to take charge of Unit.
- Co-ordinate the work of non-registered staff and registered staff (depending on level of experience) in the delivery of nursing care.
- Supervise non-registered members and registered staff (depending of the level of experience) of the nursing team, and participate in their education and development.
- Maintain confidentiality with sensitive information i.e. staffing, financial and patient issues.
- Record patients property ensuring that procedures are compliant with Health Board Policies and protocols
- Participate in service development by contributing to the development of team, through unit/department meetings.
- Participate in the effective and efficient use of physical and financial resources.
- Have an awareness of own limitations and escalate to a more senior level circumstances/situations that may be detrimental to the well being of patients or colleagues.

Clinical

- Assess the patients nursing needs, plan, implement and evaluate nursing care in order to ensure the delivery of effective patient care.
- Ensure the principles set out in the Fundamentals of Care are incorporated into daily practice to ensure a high quality service for the patients and clients.
- Maintain patients nursing records to ensure information is accurate and up to date
- Ensure that patients and carers/relatives are involved in the planning and delivery of care.
- Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs.
- Ensure that effective communication is established and maintained with patients and carers/relatives, taking accurate message information on the phone or from seniors, relaying all environmental and patient information to the nurse in charge and remain polite and courteous at all times.
- Communicate complex and sensitive information to patients/families, including patients with special needs/learning disabilities or other barriers to communication.
- Assess patient's suitability for discharge following medical review and instigate discharge planning arrangements. Liaise with multidisciplinary teams as appropriate to assist in complex discharge planning.
- Administer medication e.g. intramuscular/subcutaneous medications, ensuring that procedures are compliant with Swansea Bay University Health Board Policy.
- Carry out procedures in relation to care of patients e.g. catheterisation, removal of sutures, aseptic technique
- Ensure that the patient is safely prepared for and escorted to/from theatre endoscopy and other investigations.
- Recognise and respond appropriately to urgent and emergency situations.
- Participate in the responsibility to maintain a clean environment and ensure all members of staff follow cleaning responsibilities.

Clinical Governance

- Take a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses
- Assuming all reasonable precautions for a safe and secure environment for self and others in accordance with Health and Safety legislation reporting any areas of concern to the Nurse in Charge
- Use evidence based practice in nursing interventions by keeping self updated in line with NMC PREP requirements.
- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Promote excellence and improve standards of nursing care by being involved in audit within the clinical area e.g. infection control audits
- Participate in the monitoring of standards and quality of nursing care, through benchmarking, audit and research.
- Participate in patient and public involvement activities.
- Promote people's equality, diversity and rights.

Education and Development

- With the relevant experience act as a supervisor
- Develop own skills and knowledge and contribute to development of others.
- Ensure own compliance with regard to mandatory training and PREP requirements.
- Develop own skills and knowledge as outlines in the knowledge and skills framework and personal development plan as agreed in an annual professional development review

Professional Accountability

- Limiting ones actions to those which you feel competent to undertake
- Maintain active status on NMC Register.
- Act in accordance with NMC Code of Conduct and guiding documents
- Adhere to Health Board Policies and Procedures.
- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.
- Ensure that all Health Board Mandatory Training is maintained

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language

in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and

Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

PERSON SPECIFICATION

POST TITLE: Registered Nurse Band 5

CRITERIA	ESSENTIAL	DESIRABLE	METHOD of ASSESSMENT
Knowledge and Qualifications	NMC registered	- Evidence of post registration study and training, e.g. - POVA - Child Protection - Intermediate Life Support if required in clinical setting	NMC Registration Application form
Experience	- Pre-registration evidence in direct nursing care - Experience of providing holistic nursing care - Interest in developing nursing skills	- Clear understanding of clinical governance framework - Implement evidence based practice	Application form Interview
Skills and competencies	- Clear understanding of contract of care - Ability to document details clearly and accurately - Clear understanding of consent process - Basic IT skills	- Knowledge of incident reporting policy - Awareness of Policies Knowledge of incident reporting policy	Application form Interview
Personal/Disposition	- Ability to communicate effectively - Ability to work under pressure.	Welsh speaker	References

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: BankRegistered Nurse

Base / Ward:

CPG / Department:

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Skills e.g. clinical skills (e.g. intubation, venepuncture) or non-clinical skills (e.g. high speed accurate typing).

Please detail the physical skills required to fulfil the duties of the job. Take into account:

- *Hand-eye co-ordination such as may be required for audio typing or manipulation of materials/tools*
- *Sensory skills (sight, hearing, touch, taste, smell) such as those required for listening for speech and language defects*
- *Dexterity such as those required for use of fine tools/laying out of instruments, manipulation*
- *Requirements for speed and accuracy such as advanced keyboard use/high speed driving.*
- *Highly developed physical skills as may be required for e.g. performing surgical interventions, suturing, intubation or a range of manual physiotherapy treatments or carrying out endoscopies.*

Nature of skills required:

Administer medication e.g. I M, IV and subcutaneous medications D

Carry out procedures, catheterisation, removal of sutures, aseptic technique. A

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency:

Kneeling, crouching, bending, stretching etc. D

Lifts weights with/without mechanical aids. D

Operates equipment/ machinery. D

Standing/walking for substantial periods. D

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments. Is the post predictable or unpredictable in nature? Give details of interruptions that require the post holder to change from one task to another.

Nature & Frequency:

Checks documents. D
Carries out calculations. W
Carry out assessments. D

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

Cares for terminally ill. W
Gives unwelcome news to staff, patients & carers. W
Communicates life changing events. W
Deals with people with challenging behaviour. W
Exposure to aggressive behaviour with little support. A
Deals with confused patients. W

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

Bodily fluids. D
Infectious materials. D
Foul linen. D
Contaminated equipment and work areas. d