



JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Nurse Cadet

Band: 2

Responsible to: Various – TBC on appointment

Responsible for: n/a

Accountable to: Various – TBC on appointment

Place of work: Various – TBC on appointment

Hours: 37.5 (with 1 day a week out for training)

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JOB PURPOSE

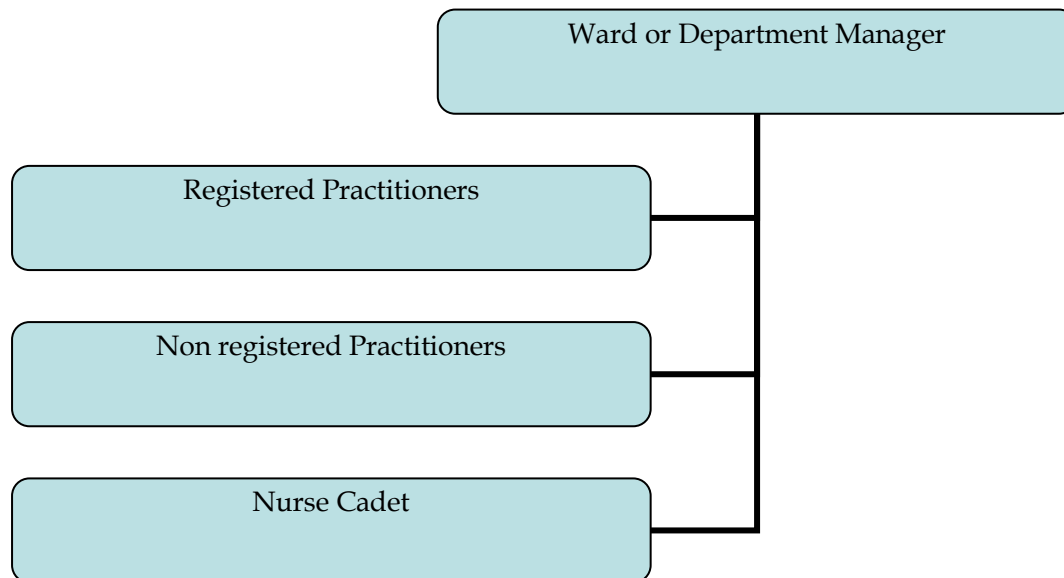
The Oxford Health Nurse Cadet is an individual on a structured programme, taking the first step into the nursing workforce, and will be expected to-

- To work as a member of the team be able to contribute to the delivery of high standards of care to patients, families and their carers in a safe and supportive environment under the direct supervision of a registered practitioner.
- Work as part of the wider team assist in developing and maintaining services provided to patients and contribute to the safe, efficient and smooth running of the clinical area.
- To maintain the dignity and privacy of all patients and their families and carers and respect their right to confidentiality.
- To undertake a level 3 Senior Health care support worker apprenticeship 1 day per week based in Oxford.

DUTIES AND RESPONSIBILITIES

- The Nurse cadet is accountable to the Nurse or Manager in charge and reports to them when on duty. At no time must be the Nurse Cadet assume the duties of a registered practitioner or support worker or undertake tasks where specific training has not been received or are deemed appropriate for the Nurse Cadet role.
- Assist qualified Health Care Professionals and Support Workers in the delivery of the highest standard of patient care.
- To undertake identified allocated tasks under supervision, only in areas where training has been given, in relation to the care environment and in relation to the direct care of the patient as identified by the Nurse or Manager.
- To ensure the comfort and consideration of the patient and his/her family/friends, showing respect and courtesy at all times.
- To maintain confidentiality of information regarding patients and Oxford Health NHS Foundation Trust business at all times.
- Identify own limitations and work within those limitations seeking advice as and when necessary.
- Work within the Oxford Health NHS Foundation Trust Policies and Procedures, ensuring the familiarity of Manual Handling, Fire, Control of Infection and all other Health and Safety issues.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration - Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employee's, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018, and general Data Protection Regulations (GDPR), National Data protection standards and any code of practice on Confidentiality and Data Protection, as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director.

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

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Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge and Experience Requirements	<ul style="list-style-type: none"> • Evidence of desire to work in a health care setting • Highly motivated to develop knowledge and skills to understand routine work procedures. 	<ul style="list-style-type: none"> • Experience of health and/or care setting
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> • Good command of the English language and numerate. 	<ul style="list-style-type: none"> • 3 GCSEs C/4 grade or above, preferably to include Maths and English (or expected to gain these prior to the job starting)
Further Training or Job Related Aptitude and Skills	<ul style="list-style-type: none"> • Understanding of confidentiality, commercially sensitive materials and boundaries. • Must be prepared to understand and work within Trust policies and procedures. • Willing and able to undertake level 3 apprenticeship training. • Willing to learn about nursing theory and practice. 	
Personal Qualities	<ul style="list-style-type: none"> • A positive desire and interest in working with people. • Good interpersonal skills demonstrating sensitivity and a high degree of self-awareness • To be approachable and work in a polite and non-judgemental manner 	<ul style="list-style-type: none"> • Willingness to develop and update skills • An ability to cope effectively under pressure
People Skills	<ul style="list-style-type: none"> • Recognise own limitations and be able to seek help and guidance. • Excellent communication skills • Willing and able to work as 	

	<ul style="list-style-type: none"> part of a team Able and willing to work under direct supervision Good IT skills to be able to access required systems such as electronic patient records 	
Contractual Requirements or requirements	<ul style="list-style-type: none"> Evidence of commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Evidence of commitment to Oxford Health's vision and values Flexible approach to shift work and unit needs 	