

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title: Registered Nurse

Employing Trust: OXLEAS NHS Foundation Trust

Location: Various Ward – Green Parks House

Band: 5

Hours: 37.5 if full time

Reports to: Ward Manager

Professionally Accountable to: Director of Nursing

### **Job Purpose and Summary**

As a **Registered Nurse** you provide direct personal care to service users/ patients, without direct supervision, and co-ordinate the care given by colleagues.

The post holder will deliver high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct.

The role includes leading the delivery of comprehensive service user assessment, planning, implementation and evaluation of person-centred care in a collaborative way. The post holder will co-ordinate a first-class service that includes assessment and monitoring of physical health, maintaining service users' rights, supervising junior staff and students, working collaboratively with the Multi-Disciplinary Team and maintaining a safe and therapeutic working environment and accurate records.

Band 5 nursing roles are only open only to staff with a nursing registration, obtained as a result of completing a qualification recognised by the Nursing and Midwifery Council (NMC).

### **Description of Duties**

#### **Clinical Skills**

1. Working within the parameters of the role leading on implementing the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.

2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support.

3. Co-ordinating and evaluating collaborative patient-centred care; getting feedback and improving plans with the multi-disciplinary team (MDT).
4. Providing accurate information about care in an accessible format to patients and their relatives / carers.
5. Liaising and working positively with members of the multi- disciplinary team and partner organisations.
6. Administering, and monitoring the side-effects of, medication; monitoring service user compliance.
7. Safety; safe custody of medicines, sharps, clinical equipment, report all incidents following trust policy.
8. Developing the management of care needs through:
  - a. Initial data collection
  - b. Monitoring of individual service user / patient progress
  - c. Feedback and discussion
  - d. Producing reports and in-care reviews
  - e. Devising a plan of care and interventions supervised by a Registered Nurse.
9. Leading on and directing junior to staff in providing hands-on care to service users including:
  - a. Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.
  - b. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user's respect and dignity at all times and ensure that the care provided respects equality and diversity.
  - c. Developing care plans that reflect service user needs and relevant patient care documentation working in partnership with service users, wider MDT and friends/relatives/significant others.
  - d. Ensuring the monitoring and recording service user clinical observations are undertaken, such as Physical observations and vital signs and treating or escalating as appropriate any signs or symptoms of deterioration or that do not fulfil the personal parameters to the relevant professional for treatment. Promote healthy lifestyles and give health promotion advice and support.
  - e. Implementing the principles of 'recovery': encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions.
10. Escorting service users, as required, in line with Trust policies.

11. Facilitating the admission and discharge of service users, ensuring needs of the patient and service including relevant legislative or required documentation are completed.

12. Advocating for service users' needs and rights within Trust policy. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care.

### **Knowledge and Frameworks**

13. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors. Supporting junior staff to develop understanding of mental health signs and symptoms and develop appropriate responses to these in practice.

14. Recognizing and responding appropriately to challenging behaviour in line with Trust policies and training. Supporting junior staff in managing difficult situations and de-escalation and developing resilience and strategies to manage.

15. Demonstrating a depth of knowledge and understanding of the fundamentals of the MHA, MCA and DOLS and other legislation applicable to the practice area and how they are implemented in practice ensuring adherence to legislation at all times.

### **Communication**

16. Contributing to an effective communication process with appropriate and accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

17. Demonstrating effective clinical communication and documentation to internal and external stakeholders ensuring: effective verbal and written handover of relevant and objective information. Demonstrating ability to determine key information, ability to recognize and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner.

18. Contributing towards the on-going quality of service and care by managing the patient caseload, organizing care including delegating tasks and duties appropriately to staff with relevant competency, identifying and mitigating any risk issues in relation to the service users' health and social care. Informing the relevant Health care professionals if there are any significant:

- a. Changes in the service user's physical or mental state
- b. Factors relevant to the service user
- c. Incidents related to the service user

19. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

20. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate persons (this could include clinical, environmental, legal...).

21. Understanding and contributing to the Trust risk assessment policy, including being aware of the need to follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of children, young people and vulnerable adults at all times when working with service users.

22. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust policies.

23. Maintaining confidential information in accordance with Trust Policies.

### **Team working and Professional development**

24. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards - real and potential. Leading audit and compliance activities and reports.

25. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

26. Leading, attending and participating in team meetings and contributing ideas to multi-professional team discussions.

27. Engaging in reflective practice to ensure effective patient care is based on evidence-based practice and with Trust values in mind. Attending staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.

28. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing supervision to Provide supervision to Band 3 and 4 non-registered staff.

29. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values providing junior leadership role.

30. Undertaking mandatory training as required by Trust policy other CPD training related to the role or area of work. Maintain a relevant work development portfolio and comply with all requirements of NMC revalidation.

31. Contributing to clinical or governance reviews of the team's activity and the monitoring of performance. Contributing to relevant audit practice development on research activity that may be taking place in the work area.

32. Contributing in training and development programmes of staff and supporting the clinical placements of student nurses.

33. Acting as lead for the assessment and co-ordination of the Care Certificate for all Healthcare Support Workers in the clinical area, particularly if reasonable adjustments need to be made to complete training and learning.

34. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.

35. Undertake any other duties that are commensurate with the band and nature of the post.

### Research and Quality

36. Contributing to research and audit activities, disseminating knowledge and results and contributing to relevant audit practice development on research activity that may be taking place in the work area.

37. Contributing to service improvement (Quality Improvement and Innovation) and developments, benchmarking exercises. **Frameworks within which you work**

As a member of the clinical team, providing patient care, we encourage you to be:

- ☐ Caring
- ☐ Competent
- ☐ Courageous
- ☐ Committed
- ☐ Communicative
- ☐ Compassionate

You will be working with nurses and may aspire to train to become a registered nurse. The Nursing and Midwifery Council requires nurses to:

- ☐ Priorities people
- ☐ Practice effectively
- ☐ Preserve safety
- ☐ Promote professionalism

### TRUST MISSION AND VALUES

At Oxleas our mission is to “**Improve Lives**”

Our values express what the Trust sees as the heart of Oxleas. They are the lens we look through that informs how we act, the decisions we make, and how we work with our service users, patients, families, carers, and colleagues.

Our values are.

- **We're Kind,** We show consideration, concern and thoughtfulness towards everyone.
- **We're Fair,** We embrace difference, treat everyone with respect and we promote diversity, equity and inclusion.
- **We Listen:** We always seek to understand, learn, and improve.

**We Care:** We work together and innovate to put the patient at the heart of everything we do

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every

member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

### **Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

### **Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

### **No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

-

**Signed by Line Manager**

**Signed by post holder**

**Date**

**Date**

**Print Name**

**Print Name**

### Job Description Review

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

### Person Specification

Registered Band 5 Nurse Requirements	Essential	Desirable
Education and Qualification	Registered Adult Nurse and/or Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse.	Mentorship qualification.
Experience and Knowledge	Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice. Knowledge of relevant Professional and Clinical legislation.	Experience of shift co-ordination. Experience of supervising and mentoring junior staff and students. Lived experience of mental health.
Skills and Abilities	Able to provide quality care that is responsive to service user's needs, without close supervision. Resilient: able to cope with difficult interpersonal situations. Approachable.	IT skills. Skilled in supervision of others, and in providing critical and constructive feedback.
Other Requirements	Empathy for service users including individuals who have experienced mental	



health problems.  
Loyal and able to  
advocate for and show  
pride in the work area  
and organization and  
demonstrates values of  
trust and NHS.  
Flexibility to work shift  
patterns across 24hrs,  
7days a week and  
across all clinical areas  
within the Trust as  
required.  
Ability to fulfil all the  
requirements of the role  
(including physical  
requirements).