

JOB DESCRIPTION

POST TITLE Registered Staff Nurse

BAND: Band 5

BASE: ELHT

REPORTS To: The Ward Manager

JOB SUMMARY

Responsible for the assessment of patient care needs and the development of programmes of patient care and/or the implementation and evaluation of these programmes. Carry out all relevant forms of patient care without direct supervision and demonstrate procedures to and supervise registered and/or unregistered staff.

MAIN DUTIES

Describe main duties of the job

1. ASSESSOR of nursing

- 1.1 Takes nursing history of patients through interviewing and observation.
- 1.2 Maintains accurate clinical observations of the patient's condition.
- 1.3 Interprets the significance of data to the patient's condition and progress.
- 1.4 Identifies and discusses nursing problems or needs with the patients, relatives and other staff.
- 1.5 Acts as an associate nurse.

2. PLANNER of nursing

- 2.1 Identifies the priorities of nursing care for patients.
- 2.2 Identifies realistic goals in care plans.
- 2.3 Organises time, equipment and the staff to deliver nursing care.

3. PRACTITIONER of nursing

- 3.1 Gives skilled care to patients and relatives.
- 3.2 Administers drugs and treatments as prescribed, with safety, accuracy and intelligence within the Trust Policy.
- 3.3 Communicates effectively with patients, their relatives and co-workers.
- 3.4 Liaises with medical, paramedical staff and social workers in the delivery of care.
- 3.5 Assists the Sisters in ensuring that individual patients are assessed and that care is planned to meet their moving and handling needs.
- 3.6 May be required to act as a Trainer or Risk Assessor in Moving and Handling.

4. EVALUATOR of nursing

- 4.1 Contributes to the setting of standards for nursing care.
- 4.2 Evaluates the quality of care given to patients.
- 4.3 Measure goal achievements with patients and relatives and co-workers.
- 4.4 Changes care plans and goals, according to evaluation, under the direction of the Primary Nurse.

5. LEARNERS/RESEARCHER of nursing

- 5.1 Seeks out new knowledge of nursing and health, by reading, enquiring and partaking in continuing education programmes.
- 5.2 Seeks to develop new skills.
- 5.3 Applies research findings to nursing practice.

6. TEACHER of nursing and health

- 6.1 Assesses the learning needs of patients, relatives and staff (including learners).
- 6.2 Instructs patients, relatives and staff (including learners) about nursing.
- 6.3 Demonstrates nursing skills to patients, relatives and staff (including learners) and support workers.
- 6.4 Reflects on learning experiences with patients, relatives and staff (including learners).
- 6.5 Assists with assessing the progress of individual learners, junior staff and support workers.
- 6.6 Advises members of the public on the promotion of health and prevention of illness – promoting ward activity.
- 6.7 Offer recognised training and participate in the training and assessment of support workers.

7. MANAGER of nursing

- 7.1 Assesses work to be carried out.
- 7.2 Organises staff (according to competence), time and equipment for completion of work.
- 7.3 Supervises the delivery and quality of care given.
- 7.4 Praises and corrects team members as appropriate.
- 7.5 Reports and receives reports of work activity.
- 7.6 Assists with the identification of training needs of junior and untrained nursing staff.
- 7.7 Co-ordinates the care given by nurses, medical, paramedical staff and social workers.
- 7.8 Handles complaints by patients, members of the public and staff, in accordance with the Trust's Policies.
- 7.9 Assist the Sisters to maintain safe systems of work, including C.O.S.H.H. and Manual Handling of Loads.

8. PROFESSIONAL PERSON

- 8.1 Abides by the legal requirements and statutory rules relating to practice, e.g., NMC Code of Conduct.
- 8.2 Takes responsibility for personal development and education, including in-service training.
- 8.3 Discusses personal development and progress with Ward Sisters through internal informal appraisal.
- 8.4 Maintains standards of conduct and dress, to sustain the public confidence in accordance with the NMC Code of Professional Conduct and the Trust Policies.
- 8.5 Encourages clinical supervision for self and staff.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision *"to be widely recognised for providing safe, personal and effective care"*:-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

JOB TITLE

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
	√	√	
Qualifications Currently studying a nursing course leading to a recognised nursing qualification and professional registration with the NMC	x		All via application form/interview/ references
Experience Able to manage the care for a group of people and prioritise workload with minimal Supervision.	X		
Knowledge and Skills Able to write basic reports. Moving and handling, customer awareness, computer/keyboard skills. Able to present reasoned discussion. Evidence of continuous development. Able to communicate effectively to patients, visitors and colleagues. Able to listen actively. Have effective interpersonal skills. Proven ability to keep information confidential	X X X X x	 X x	All via application form/interview/ references
Personal Attributes Able to take on board new ideas, skills and knowledge. Ability to problem solve. Be numerate and proficient at	X X X		All via application form/interview/ references

calculating medication doses. Be able to work in a team. Be supportive of team members Be enthusiastic, conscientious and sympathetic. Able to adapt to change.	X X X x		
Other Be able to fulfill; various shift patterns on the ward, inc. nights.	x		