

Role Specification

Registered Nurse

Band 5

Key relationships:

- Matron
- Deputy Matron
- Specialist Nurses
- Therapy Team
- Assistant Practitioners
- Nursing Assistants
- Internal Departments
- External Contractors

Role Description:

Work with all members of the Ward/Department clinical team within the multi-disciplinary framework.

Maintain a high standard of patient care under the direction of the Ward/Department Sister/Charge Nurse.

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 set out 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 All Hallows Healthcare Trust's Mission and Values.

Main duties, responsibilities and work portfolio:

Clinical:	
1	Ensure practice is in accordance with the NMC Code of Professional Conduct and work within limits of competence.
2	Maintain a high standard of nursing care applying evidence-based practice.
3	Carry out assessment, planning, delivery and evaluation of nursing care without supervision.
4	Carry out the daily personal care of patients.
5	Maintain accurate records of all care given.
6	To effectively use information technology for the benefit of patient care in accordance with the Trust's Cyber Code of Conduct.
7	To maintain confidentiality of information (written, verbal, electronic), whilst being aware of the Freedom for Information Act.

8	To promptly and effectively communicate relevant changes in patient status to the multi-disciplinary team.
9	Communicate effectively with patients, relatives, carers, significant others, the multi-disciplinary team and support services.
10	Communicate with patients, clients and relatives on emotional and sensitive issues.
11	To ensure the safe custody, supply and administration of drugs and therapeutic substances in accordance with Trust policy.
12	To participate in clinical audit or reviews of patient care, as required.
13	To participate in benchmarking activity in the clinical area.
14	To promote health education to patients, carers and significant others.
15	To act as the patient's advocate.
16	To promptly deal with equipment failure in accordance with Trust procedure.
17	To demonstrate competency and teach others in the safe and effective use of equipment in the clinical area.
18	To ensure Trust policies are adhered to by all staff and report as necessary.
19	To be competent in managing emergency situations including directing other members of the team.
20	To be competent in clinical skills including enhanced practice relevant to the clinical area.
21	To safeguard the health and welfare of patients, visitors and staff in all circumstances including management of situations of violence or aggression.
22	To comply with the complaints procedure of the Trust in respect of own area.
23	Promptly report all incidents or accidents involving patients, visitors and ensure the safekeeping of patients' property and valuables.
24	To provide expertise advice, guidance and coaching in given specialism e.g. tracheostomy, neuro rehab etc.

Management & Leadership:

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

Educational Responsibilities:

1	To complete the mentorship preparation programme, 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.
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Professional Development:	
1	Maintain Continuous Professional Development in line with Trust Policy 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 practice to that of an experienced clinical practitioner with guidance from senior staff, colleagues and through the personal development review process.

This list is indicative and not exhaustive. The actual duties and responsibilities are subject, from time to time, to change. All employees are expected to have a flexible approach to work and can be asked to undertake any role within their level of competence

Line management:	
Responsible to: Matron and Deputy Matron	

Financial, budgetary and contract management responsibilities:	
1	To provide data for (and assist with) departmental audits and Continuous Quality Improvement Projects.
2	To be aware of the finite nature of resources and use responsibly.

Corporate Responsibilities	
<ul style="list-style-type: none"> • To work to the highest standard of care in order to promote the Trust as a quality care provider • To work with other members of the Trust team to ensure delivery of satisfactory performance, governance and management of risk relative to role • To promote and constructive working relationships both internally with colleagues and with external organisations • To work proactively in order to identify areas for quality improvement and efficiency • To work effectively in collaboration with clinicians and managers of other health and social care organisations within the health system where there are common interests • To represent the Trust as required at external meetings and functions and to act as an ambassador for the organisation. • To ensure compliance with safe systems of work and that all necessary health and safety requirements are met including the reporting of hazards and accidents • To work collaboratively and flexibly in order to ensure that the Trust delivers effective, individual and compassionate care 	

- To participate in relevant staff training (including compliance with mandatory training requirements)
- To participate in the staff appraisal process
- To conduct yourself in a manner consistent with the Trust's values and behaviours
- To ensure patient/staff confidentiality and information governance standards are maintained and respected at all times.
- To work to high standards of infection control
- To adhere to Trust's standards and expectations as communicated through policy and briefing

Person Specification

Qualifications:		Verified through:
Essential:	<ul style="list-style-type: none"> ✓ Relevant Degree / Diploma in Nursing, RN RMN ✓ Covering subpart 1 / 2 on the NMC register 	<ul style="list-style-type: none"> - Completed application form - Qualification Certificates - An interview
Desirable:	<ul style="list-style-type: none"> ✓ Evidence of personal development in a portfolio format 	<ul style="list-style-type: none"> - Completed application form - An interview

Experience & Knowledge:		Verified through:
Essential:	<ul style="list-style-type: none"> ✓ Previous experience of working in health/social care environment ✓ Awareness of (sometimes complex) patient needs ✓ Previous experience working within the NHS or similar Social Care/Voluntary organisation 	<ul style="list-style-type: none"> - Completed application form - An interview
Desirable:	<ul style="list-style-type: none"> ✓ An understanding of Neurological conditions and Rehabilitation ✓ Previous experience in leading a team ✓ Understanding of clinical governance ✓ Experience/knowledge of audits and cycles 	<ul style="list-style-type: none"> - Completed application form - An interview

Skills & Abilities:		Verified through:
Essential:	<ul style="list-style-type: none"> ✓ Good interpersonal skills ✓ Confident verbal communication skills ✓ The ability to listen well ✓ Good English writing skills ✓ IT skills ✓ The ability to build (and maintain) effective relationships with clients, patients, external bodies (i.e. Social Workers) and internal staff at all levels of the business ✓ Able to prioritise and manage workload effectively despite conflicting demands and busy work periods 	<ul style="list-style-type: none"> - Completed application form - An interview

	<ul style="list-style-type: none"> ✓ Able to work well with minimal direction ✓ Ability to lead by example 	
Desirable:		<ul style="list-style-type: none"> - Completed application form - An interview

Personal Attributes:	Verified through:	
Essential:	<ul style="list-style-type: none"> ✓ Have a passion for providing high standards of care to potentially vulnerable adults ✓ Have a desire to work in a fast paced healthcare environment ✓ Be able to work under pressure and be flexible as part of a small team ✓ Able to exercise discretion when dealing with confidential or sensitive matters ✓ Be able to remain calm, professional and resilient when managing difficult situations (i.e. conflict) with patients, relatives or staff ✓ Confident ✓ Approachable ✓ Reliable ✓ Punctual 	<ul style="list-style-type: none"> - Interview
Desirable:	<ul style="list-style-type: none"> ✓ Understands limitations and can work within boundaries ✓ Flexible (Prepared to work all types of shift patterns) 	<ul style="list-style-type: none"> - Interview