Job Title: Registered Nurse Ward/ Department

Grade: Band 5

Professionally & Managerially responsible to: Ward Sister / Charge Nurse

Key Working Relationships:
All members of the nursing team, medical staff and other professionals allied to medicine.

Job Summary:

1. To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a named nurse or key worker (with facilitation) for a defined group of patients and take responsibility for:
   - The assessment of care and health education needs;
   - The development, implementation and evaluation of programmes of care including discharge planning for each patient.

2. To gain experience and skills in:
   - Clinical practice
   - Facilitation and teaching
   - Management (as appropriate)

3. To work in accordance with the RUH Nursing Strategy and contribute towards achieving its objectives.

4. To maintain effective communication.

5. To participate in Clinical Supervision as appropriate and to teach and act as a facilitator/mentor/preceptor/ role model to less experienced staff.

1. Patient Care Responsibilities

1.1 Acting as a Named Nurse, to maintain accountability for assessing, planning, implementing and evaluating programmes of care within the framework of team nursing.

1.2 To co-ordinate the patients’ discharge arrangements in accordance with RUH Discharge Policy.

1.3 To promote a patient focused approach to care in collaboration with all relevant health professionals.

1.4 To educate patients and their carers as required where a need has been identified.
1.5 To provide information which enables patients to make choices about adopting a more healthy lifestyle.

1.6 To complete patient documentation correctly.

1.7 To maintain a safe ward environment.

1.8 To assist in establishing and monitoring protocols/care pathways.

1.9 To participate in the promotion and maintenance of effective communication.

1.10 To ensure patient confidentiality.

2. Professional Development and Education Responsibilities

2.1 To develop own teaching skills and participate in staff/student education programmes.

2.2 To help maintain a suitable learning environment for staff and act as a facilitator in the supervision and teaching of less experienced staff.

2.3 To attend Trust/local orientation programmes and mandatory training sessions.

2.4 To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements and to maintain a professional portfolio with evidence of reflective practice.

2.5 To contribute to annual appraisal and be responsible for own Personal Development Programme.

2.6 To participate in a programme of clinical supervision.

2.7 To assist in the development and implementation of nursing practice guidelines, standards and policies.

2.8 To assist in the training and development of Health Care assistants and complete assessors training as required.

3. Research and Development Responsibilities

3.1 To assist in promoting nursing practice in line with relevant research.

3.2 To maintain an awareness of evidence-based practice.

3.3 To contribute to research and development programmes within the ward/department.

4. Audit, Quality and Risk Management Responsibilities

4.1 To contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards.

4.2 To maintain awareness of the national, professional and local quality issues relevant to the delivery of nursing services, e.g. Clinical Governance.
4.3 To uphold quality initiatives that improve ‘customer care’ and enhance the interface between staff, patients and visitors.

4.4 To participate in the audit process for monitoring and reviewing nursing quality.

4.5 To be aware of personal responsibilities in relation to the maintenance of a safe environment and identification of potential risks for all personnel, patients and visitors, taking action as and when required.

4.6 To be aware of the role of the nurse in handling complaints in accordance with RUH policy.

4.7 To participate in maintaining a clean environment

4.8 Identify own training needs, to ensure individual is informed and competent in the use of all equipment provided for use.

5. Resource Management Responsibilities

5.1 To develop and maintain an awareness of budgeting, exercising care and economy in the ordering and use of equipment.

5.2 To assist in the assessment and monitoring of staffing requirements and report problems to the appropriate manager.

GENERAL RESPONSIBILITIES:

POLICIES AND PROCEDURES

The postholder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a postholder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust’s policies may result in disciplinary action up to and including dismissal.

TRUST RESPECT BEHAVIOURS

All staff are required to follow the Trust's Respect Behaviours at all times. These have been agreed with staff and Staff Side and are as follows:

• Treat others as you would like to be treated
• Listen to and support others and make time to do so
• Seek, acknowledge and value others’ experience and contribution
• Acknowledge others’ beliefs
• Be courteous and considerate to all
• Treat others fairly and equally
• Be honest and trustworthy and act with integrity
• Encourage others to treat all staff with respect
• Challenge the behaviour of staff who do not show respect to others
CONFIDENTIALITY & INFORMATION GOVERNANCE

The postholder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The postholder must comply with all Trust Information Governance and Data Protection policies at all times. The work of an NHS acute Trust is of a confidential nature and any information gained by the postholder in their role must not be communicated to other persons except where required in the recognised course of duty. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

SAFEGUARDING CHILDREN

All Trust staff have a responsibility to safeguard children. All staff must be familiar with, and adhere to, the trust child protection procedures and guidelines, in conjunction with the Local Safeguarding children’s board (LSCB) policies and procedures.

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and to ensure that they have completed training at a level commensurate to their role.

NO SMOKING

The Royal United Hospital, Bath NHS Trust is a Smoke Free hospital and site and all Trust staff are not permitted to smoke on any part of the site at any time. Failure to comply with this policy is likely to result in disciplinary action up to and including dismissal.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

MANAGING STRESS

The Trust has an agreed policy & procedure which links with a range of services and arrangements for staff to manage stress. All staff are required to familiarise themselves with the policy and services to best manage their own and their colleagues’ stress.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Trust staff have a reasonability to act and follow all instructions to protect patients, staff and others from HCAIs. All staff are required to follow the NHS Hygiene Code and all Trust policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

As a registered healthcare professional you are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
• you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your ward / department.

EQUALITY & DIVERSITY

The Trust has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all Trust staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Trust Code of Expectations for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The postholder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

• Post-holder will supervise nursing students and Health Care Assistants.
• Post holder has no managerial or budgetary responsibility.

STRUCTURE CHART

Senior Nurse / Modern Matron

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<table>
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<tbody>
<tr>
<td>Ward Sister / Charge Nurse, Band 7 and / or Senior Staff Nurse, Band 6</td>
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<td>REGISTERED NURSE BAND 5</td>
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<tr>
<td>Health Care Assistants</td>
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TERMS AND CONDITIONS

JOB TITLE: Ward Registered Nurse
GRADE: Band 5
SALARY: £21,176 to £27,625 (pro rata)
HOURS: 37.5
NOTICE PERIOD: 6 weeks
TYPE OF CONTRACT: fixed term for 9 months
ANNUAL LEAVE: 27 days plus bank holidays pro rata
PERSON SPECIFICATION

JOB TITLE: Ward Registered Nurse

GRADE: Band 5

DEPARTMENT:

SPECIALITY / DIVISION:

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<tr>
<th>CRITERIA REQUIRED</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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| Qualifications & Training | • Registered Nurse Part 1,2,12  
           • State Registered with Nursing & Midwifery Council | | |
| Knowledge & Experience | Nursing & other knowledge  
           • Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse.  
           • Understanding of equality & diversity and how to apply it to self.  
           • Understanding of NMC Code of Practice and requirements of it for own practice & behaviour.  
           Nursing experience  
           • To have gained effective experience from student placements. | • Previous nursing experience |
| Specific Skills | Patient Care:  
           • Demonstrates effective nursing practice in all basic registered nurse procedures.  
           • Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times.  
           • Able to prioritise own workload and that of others as appropriate.  
           • Able to work under own initiative within boundaries of role.  
           • Demonstrates awareness of importance of working as part of a team. | • A willingness to undertake training in bladder scanning and male catheterisation.  
           • A willingness to undertake training in Cytotoxic intravesical therapy. |
- Demonstrates awareness of research-based practice.
- Demonstrates ability to maintain confidentiality at all times.

**Professional Development & Education**
- Demonstrates evidence of commitment to professional development.
- Demonstrates an awareness of role of facilitator.
- Demonstrates evidence of ability to educate others.

**Audit and Quality**
- Demonstrates awareness of audit and quality issues and able to apply this.

**Communication**
- Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed.
- Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team.
- Motivated, and able to articulate reasons for desire, to work in this clinical area.
- Able to supervise HCAs and students effectively when required.
- Willing to work in other clinical areas Trust-wide as and when required.

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<tr>
<th>Physical Skills &amp; Effort</th>
<th>Physical Skills</th>
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<td><strong>Emotional Effort</strong></td>
<td><strong>Undertake specific nursing procedures involving physical skills for example intravenous injections.</strong></td>
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</table>
- Physical skills to manually handle patients and appropriate lifting aids to maintain patient comfort and assist in rehabilitation.

**Physical Effort**
- Able to work and cope with rotating shift patterns - early, late, night shifts over 7 days of the week.
- Moving / manual handling of patients & equipment.

**Emotional Effort**
- Able to deal with exposure to bereavement and ‘difficult’ patients & relatives.

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<tr>
<th>Requirements due to Working Environment</th>
<th>Involve direct contact with body fluids, products, blood, sputum and vomit, foul linen etc on a number of occasions per shift.</th>
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<td>Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc. push patient trolleys and beds to other areas of the hospital.</td>
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<td>Involves risk of verbal aggression from patients &amp; relatives</td>
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