

## 2 Job Description & Person Specification

To use ward resources such as dressings and clinical items in a cost effective and responsible manner

3 Job Description & Person Specification NLR May 2016 The diagram below shows the Nursing & Clinical Infrastructure structure chart Key result areas Clinical 1. Carries out a full range of registered nurse duties, including assessment, planning, implementation and evaluation of the patient's condition and care with support from the nurse in charge. Maintain the privacy and dignity of all patients whilst adhering to Trust and department policies, reporting any difficulties with these duties to senior staff. 2. Works without direct supervision once key learning outcomes of the induction/foundation or preceptorship programme have been completed. 6 month probationary period applies to career band 5 posts. 3. Maintains a safe environment when caring for patients, including those patients requiring frequent levels of monitoring. 4. Monitors all patient care and treatment, maintaining high standards and quality at all times. 5. Documents incidents on Datix in real time and escalated these to nurse in charge and is area of trust risk management and how to raise concerns policies 6. Is able to prioritise nursing care, recognise deterioration in a patient's condition and alert senior staff immediately. Head of Nursing Band 8a Ward Matron (Deputy Head of Nursing) Band 7 Ward Sister Band 6 Senior Staff Nurse Band 6 Staff Nurse Band 5 HCA's Band 2 4 Job Description & Person Specification NLR May 2016 7. Maintains accurate, contemporaneous and legible written records of care. 8. Uses effective communication, written and verbal with all levels of staff including the multidisciplinary team, patients and relatives. 9. Adheres to the agreed procedures as identified, and promotes by example, a high standard of good quality nursing care in the department. 10. Fosters good relationships with other departments, the multidisciplinary team and visitors to the unit. Helps to achieve and maintain morale for both staff and patients. 11. Participates in the health education and explanation of treatment to patients and relatives. Professional 12. Adheres to the Trust's Uniform and dress code policy. 13. Responsible as a trained nurse for the control and administration of drugs within the regulations outlined in Queen Victoria Hospital NHS FT Medicine Policy and the NMC and completes the trusts Intravenous and oral drug competency programmes 14. Participates in ward projects, enhancing the standards of care. 15. Assist in the updating of Professional practice/procedures in line with current research. 16. Contribute to the learning environment conducive for nursing students and other staff in training. 17. Assist in the implementation of national initiatives. 18. Maintain own personal profile. 19. Ensure they meet the requirements for revalidation Education and Training 20. Attend all Mandatory training and ensure that updates are booked in a timely fashion and agreed by the Ward Matron 21. Successfully Complete key learning outcomes from the foundation programme during the first month of employment and will complete the main set of competencies within 12 months 22. Initiate own development within agreed parameters. 23. Be involved in any aspects of training that need to be cascaded to the whole team such as moving & handling/infection control. 24. Help induct new staff with a formal induction programme. 25. Act as mentor/preceptor for trained and untrained staff once appropriate training has been given. 26. Be prepared to extend knowledge and skills by rotation to other areas in consultation with the Ward Head of Nursing 27. Help in the implementation of group policies and ensure that the Trust's policies are adhered to. 28. Be prepared to be trained and use any information technology that is brought into your area. 29. Be involved in ensuring correct usage of equipment and assist in the training of others as required 30. Assist in the recording of appropriate patients/staff, ward statistical data as directed by the Ward matron. The postholder should NOT: undertake any task which has not been fully explained to him/her for which he/she does not feel competent or undertake. General: 5 Job Description & Person Specification NLR May 2016 This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive. The post holder may be asked to undertake duties

that are in line with the level of role. The job description will be subject to regular review and amendment as necessary in consultation with the post holder. The following job description clauses have been agreed by the Joint Staff Committee (JSC). These clauses apply to the job descriptions of all employees and form part of the overall contract of employment.

**Health and Safety** The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

**Equality and Diversity** The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trust's equality and diversity policies, procedures and initiatives.

**Infection Prevention and Control** Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

**Safeguarding Children, Young People and Vulnerable Adults** The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).