

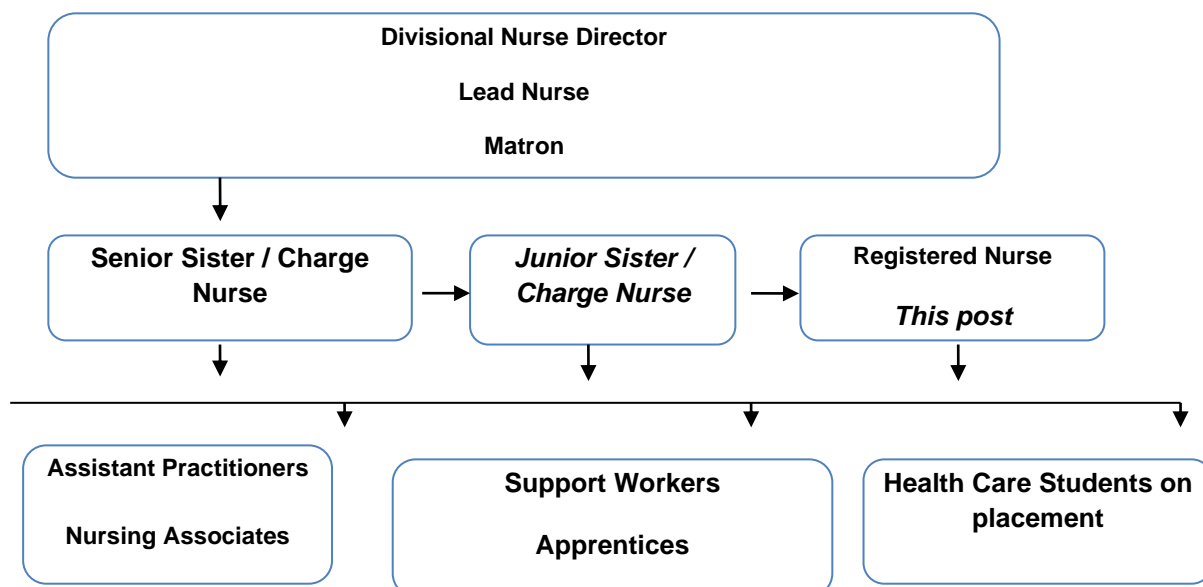
## Job Description

<b>JOB TITLE</b>	Registered Nurse
<b>GRADE</b>	Band 5
<b>REPORTS TO</b>	Junior Sister / Charge Nurse
<b>ACCOUNTABLE TO</b>	Senior Sister / Charge Nurse / Matron
<b>DEPARTMENT</b>	Combined Day Unit
<b>DIVISION</b>	CDCS
<b>DATE</b>	October 2021

### JOB PURPOSE

Is responsible and accountable for the delivery of high quality, effective, and compassionate nursing care, including assessment, planning, implementing and evaluating of holistic and individualised care. This will be in line with local, Trust wide and national policies, procedures, values and behaviours.

### ORGANISATIONAL CHART



**Dimensions:** (No of staff, budgets, targets relevant to this post)

To be completed by business unit

## KEY RELATIONSHIPS

### Internal

- Matrons / Lead Nurses / Divisional Nurse Directors / Deputy Divisional Nurses
- Lead nurses in infection control, tissue viability, safeguarding, discharge.
- Corporate teams including nursing, HR, finance, audit, transformation, facilities management, learning and education & Professional Standards
- Multi-professional teams including medical, Allied Health Professionals (AHP), pharmacy and Health Care Scientist (HCS)
- Executive Chief Nurse / Directors of Nursing

### External

- Approved Education Institutions (AEI)
- Care Quality Commission (CQC)
- Health Watch

## KEY RESULT AREAS

### Prioritise people

1. A culture of inclusion, equality and diversity, reflecting the best interests of patients, public and staff is promoted.
2. Complex and changing health and social care activities is delivered in an unpredictable clinical environment, across 24-hour periods, and effective assessment, implementation of fundamental care is provided, which is evaluated. Care is patient focused and individualised.
3. Is visible and accessible in the clinical setting. Is a role model and someone for whom patients, staff and public can turn to for assistance, advice and support.
4. Trust policies and procedures are adhered to.
5. Colleagues will be appropriately supported.
6. Systems and processes are followed for patients to receive high quality care across the 24 hour period and clinical staff feel empowered to make their own decisions in the senior sister/charge nurse / junior sister /charge nurse absence, reflecting the ward / department/ unit philosophy of care

### Practise effectively

7. Delivery of clinical practice is based on policies, guidelines and evidence base to improve

the outcomes and experiences of patients.

8. Professional clinical advice and judgements will be provided to the multi-professional care team in relation to patient care and achieving positive patient outcomes and experiences.
9. Safe, effective high quality care will be delivered with compassion, dignity and respect
10. Documentation will be accurate, legible and timely relating to current patient recording systems, both written and electronic. Information Governance will be adhered to
11. All available methods of communication will be utilised and contacts established within and external to Trust
12. Resources will be utilised in an efficient and effective way.
13. Will participate in change and new initiatives to enhance patient outcomes and contribute to evaluation processes.
14. The Trust quality strategy and governance will be embedded in personal practice reflecting safe, effective, caring, responsive and well-led standards. Will engage with the Care Quality Commission (CQC) as appropriate.
15. Will be rostered to work in agreed clinical area 6 hours (part time) or 12.5 hours per month (full time).

### **Preserve Safety**

16. Cleanliness of the ward / department will reflect the national standards; including PLACE assessment and remedial actions will take place.
17. Health and safety of patients, the public and staff will be adhered to. Clinical risks will be reported.
18. Security and safety in the clinical environment will be adhered to, reflecting legislation, Trust policy and procedures. Timely actions to address deficits will take place.
19. Will be responsive to business continuity plan and make adjustments as required.
20. Will participate in inquiries, accidents, incidents, complaints and never events concerning patients, public and staff; and will be investigated, ensuring written reports and documentation is completed. Learning from these will be utilised and embedded into the clinical environment.
21. Will participate in a culture of speaking-up and learning. Will escalate to senior sister / charge nurse / sister / charge nurse any concerns.
22. Appropriate referrals are made to safeguarding, tissue viability and community services, and they are followed up.
23. New digital technology will be embraced, and digital literacy skills will be utilised
24. Will be responsible and held to account for own practice.

**Promote Professionalism and Trust**

- 25. Good standards of behaviour will be displayed and the standards and values of the nursing profession, NMC Code and Trust will be upheld.
- 26. Will participate in supporting students, staff and volunteers to reach their full potential and progress. Will participate in preceptorship, mandatory & essential to role training.
- 27. Own continuing professional development and competence to practice, including ensuring own NMC revalidation is completed.
- 28. Will delegate appropriately.
- 29. Will participate in practice development, role redesign, transformation, transaction standardisation of practice and reduction in variation.
- 30. Will participate in promoting ward / departmental successes, achievements and compliments locally.
- 31. Will participate in audit, research and development to achieve the best possible outcomes and experiences for patients, public and staff.
- 32. Will attend ward / departmental meetings and appropriate training and support systems to enable progression of agreed service improvement project, on behalf of the chief nurse.
- 33. Will participate in opportunities to keep informed with the Chief Nursing Officer (England) national strategy.
- 34. Showcase and celebrate agreed service improvement project, both internal and external to Trust.

**This job description is not exhaustive and is seen as a guideline for the post of Staff Nurse. It may be reviewed and changed in discussion with the post holder**

**PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications CPD Requirements</b>	NMC registration & (revalidation requirements if not newly qualified)	Evidence of degree / working towards higher degree or equivalent experience

<b>Experience &amp; Knowledge</b>	Evidence of leading a team / leadership skill gained through theoretical knowledge and or experience. Experience of mentoring, supporting and developing staff	Knowledge of the clinical area / speciality Evidence of teaching/ nurturing
<b>Skills and Ability</b>	Responsibility & Accountability Contributes to decision making. Able to assesses associated risks and takes appropriate action. Contributes to clinical workload, prioritising and re-prioritising.	Understands safe/ safer staffing
<b>Communications and interpersonal skills</b>	Communicates condition related, sensitive information to patients, public and staff. Understands and overcomes barriers to communication and acceptance	Motivation, reassurance, facilitation and influencing skills
<b>Values and Behaviours</b>	Evidence of: Openness (inclusive, collaborate, listen) Compassion (kindness, integrity, thoughtful) Excellence (responsibility, CPD, boundaries)	
<b>Other requirements</b>	Participates in change	Contributes to standardisation

### Person Specification

#### Communication and relationship skills (include internal/external contacts)

Communicates condition related information to patients, public and staff. Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills.  
Understands and overcomes barriers to communication and acceptance. Able to provide effective feedback. Has an understanding of diplomacy and can escalate appropriately. Networking skills

#### Knowledge, training and experience

NMC registration & revalidation requirements. Awareness of management / leadership/ project management skills. Evidence of degree / working towards is desirable. Able to mentor, support and develop staff. IT Literate. Meets mandatory and essential to role requirements. Evidence of presentation skills

### **Analytical and judgemental skills**

Awareness of problem solving, analyses, compare and interpret information before making a decision.

### **Planning and organisational skills**

Ability to prioritise own work activity. Able to work flexibility.

### **Physical skills**

Developed physical skills to ensure accuracy and dexterity required for clinical procedures.  
Standard key board skills

### **Responsibilities for patient / client care**

Assess, develops, plans, implements and evaluates individual package of care based on evidence base. Delivery of high quality care which meets local and national requirements

Is able to undertake a wide range of patient care and clinical activities across shift patterns.

### **Responsibilities for policy and service development**

Follows national, Trust policies and procedures and evidence base. Contributes in policies/procedure development. Contributes to policy or service changes. Contributes to standardise and reduce variation.

### **Responsibilities for financial and physical resources**

Awareness of resources and safe use of equipment. Participates in the maintenance of equipment and takes responsibility for the appropriate safe handling and storage of patient's personal possessions.

### **Responsibilities for human resources**

Provides advice, support, day to day supervision and allocation of clinical workload for members of the care team.

### **Responsibilities for information resources**

Accurately maintains patient records, maintains contemporaneous records. Adheres to Information Governance standards.

### **Responsibilities for research and development**

Participates in audits and research within own clinical area. Uses the results of audit, research, dash-board metrics to inform own and others clinical practice.

### **Freedom to act**

Works within the NMC Code of practice and Trust policies and procedures. Work is managed rather than supervised.

**Physical effort**

Physically able to perform the full range of nursing care duties.

**Mental effort**

Frequent concentration required in routine and in unpredictable work situations.

**Emotional effort**

Deal with distressing and emotional circumstances relating to patients, public and staff.

**Working conditions**

Works in an environment where there is exposure to unpleasant working conditions and hazards

<b>Signed</b> (member of staff)		<b>Date</b>	
<b>Signed</b> (line manager)		<b>Date</b>	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



### Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



### Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

- P** Putting our patients & our communities first
- R** Right first time
- I** Invest our resources wisely
- D** Develop & nurture our colleagues
- E** Ensure improvement through effective partnerships

### Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

### Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.



The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

### **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

### **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

### **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

### **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff.
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

## **Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

## **Research**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".