



Royal Hospital for Neuro-disability Job Description

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| Job title: | Band 5 Registered Nurse (Staff Nurse) |
| Department: | Continuing Care – Young Adults Services |
| Salary grade: | £28,672 - £37,248 (Band 5) |
| Responsible to: | Ward Manager |
| Responsible for: | To work as part of a multi-disciplinary team to deliver a high standard of professional care to patients and residents of the hospital. |
| Behavioural Framework: | Employee |

Scope

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

Staff Nurse will work as part of the interdisciplinary team to deliver a high standard of care to the patient and residents of the hospital. You will be responsible for the assessment of patients care needs and for the development, implementation and evaluation of programmes of care.

Main Objectives of the role

1. Demonstrate an awareness of RHN's objectives and contribute to achieving them appropriately.
2. Strive to improve efficiency in all areas of your work.
3. Strive to improve efficiency.
4. To actively contribute to creating a culture where quality is at the centre of everything we do and is delivered on all occasions to the highest level, in accordance with the appropriate CQC regulations and professional standards including the Nursing and Midwifery Council Code.
5. To deliver a high standard of care to the patient and residents of the hospital.
6. To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a named nurse for a defined group of patients and take responsibility for:
 - Protecting and supporting the health of individual patients and residents
 - Assessment of care and health and social care needs
 - Development, implementation and evaluation of programmes of care for individual patients and residents
7. Within a model of clinical supervision, to gain experience and skills in:

- Clinical practice
 - Facilitation and teaching
 - Management and leadership
8. To work in accordance with RHN Nursing and Midwifery Strategy and RHN values and contribute towards achieving the RHN's strategy
 9. To maintain effective communication with patients, residents, families/carers and staff
 10. To provide a high standard of holistic patient and resident centred care
 11. To take charge of the ward/department in the absence of senior nursing staff when agreed competencies to do so have been fully attained.

Key Responsibilities

Clinical Management & Professional Practice

- You will work within agreed nursing standards and according to Nursing and Midwifery Council Code for nurses and be accountable for nursing outcomes.
- Enhance the quality of care you deliver by assisting with the management of change in nursing practice based on evidence/research.
- Plan and organise your own workload in order to meet patient need.
- Within a system of case management, co-ordinate and monitor the progress of patient care and report any variance appropriately. Understand the principles of delivering prescribed treatment safely to achieve positive patient outcomes.
- Ensure the correct storage and administration of medications in accordance with the hospital policies and NMC Standards for Medicine Management and ensure the safe handling of drug keys at all times.
- Practice interdisciplinary team care and contribute actively towards its successful management ensuring that agreed treatment programmes are implemented. Contribute accurate and relevant information for interdisciplinary reports.
- Take charge of the ward as delegated by the Ward Manager.
- Respect the privacy and dignity of all patients at all times.
- Act at all times as the patient advocate. Acknowledging and valuing the contributions of all patients and having an understanding of the needs of individuals with a disability.
- Facilitate appropriate social and recreational activities for patients ensuring patient daily diaries are managed to prevent appointment conflicts.

Personal and People Development

- To educate patients/residents where appropriate and their carers as required where a need has been identified
- To participate in annual staff appraisal, staff development and in-service training activities in line with RHN Learning & Development framework
- To attend the RHN induction programme, mandatory training sessions and annual updates as required

- To be responsible for developing and sustaining your own knowledge, clinical skills and professional awareness in accordance with CPD requirements to undertake your role competency and maintain a professional profile across RHN
- To help maintain a suitable learning environment for all staff and undertake the role of facilitator in the supervision and teaching of nursing students and others to develop their competence when working at RHN on placements
- To develop your own teaching skills and participate in staff/student education programmes that develop competence and performance across the workforce
- To assist in the training and development of Health Care assistants and complete assessors training if required for the role
- To act as a preceptor/facilitator/mentor for junior staff nurses in line with RHN policy
- To take part in reflective learning opportunities to promote Learning from Clinical Practice, in order to maintain and develop your competence and performance

Training

- Show an awareness of your own capabilities and area for improvement.
- Ensure attendance and completion of all mandatory study days.
- To contribute to the assessment of pre and post registration students and / or NVQ candidates.
- To contribute towards in-service training as delegated by the Ward Manager.

Communication

- Ensure that all written documentation produced is legible, written in English, accurate and correct in detail, minimising jargon and abbreviations
- Ability to record observations accurately and in accordance with a patient or resident's condition, with an ability to interpret and inform the nurse in charge of changing data and respond as directed
- To assist patients/residents and their families and carers to gain access to health and social care, information and support relevant to their needs
- To participate in the promotion and maintenance of effective communication with patients/residents and their carers and families.
- To provide information which enables patients to make choices about adopting a healthier lifestyle
- To complete patient documentation accurately, correctly and in line with RHN record keeping policy and in a timely manner
- To develop effective communication skills in order to convey complex and sensitive information effectively to patients/residents, carers/families and other staff, overcoming any barriers to understanding and provide support during distressing and emotional events. This will include expanded role responsibilities, following appropriate training and must:
 - Maintain patient confidentiality
 - Maintain professional boundaries and working relationships with patients and colleagues

Integrated Governance & Risk Management

- Understand implications of Integrated Governance and adhere to hospital governance policies including the reporting of incidences, near misses.
- Ensure compliance to standards in respect of all legislative requirements, including but not limited to CQC, DSE, Fire, COSHH, BLS, Manual Handling, Safeguarding Vulnerable Adults, Information Security and Infection Control.
- Maintain safe working practices and adhere to clinical risk management policy and recommendations.
- Adopt the correct administrative procedures when dealing with complaints from patients/relatives following set policies and procedures.
- Participate and assist in developing standards of patient care based on sound research findings.
- Initiate and participate in change-management processes to improve on care delivery.
- Proactively assist the Nursing Team in audit and quality assurance programmes.

Resource

- Contribute to the identification of resources required on a shift basis.
- Motivate colleagues and self to contribute to effective, efficient and economical use of resources.
- Using available resources appropriately.
- Identify and report shortages to appropriate manager.

Health, Safety and Security

- To develop an awareness of personal responsibility with regard to maintenance of a clean environment that is conducive to safe, therapeutic and ethical practice and is in line with RHN Infection, Prevention & Control (IPC) policy and guidelines
- To be accountable for and to ensure own competence in practice, e.g. use of specialised equipment for moving and handling
- To be aware of own personal/professional limitations, and seek help of others to maintain a safe practice at all times
- To assist in promoting nursing practice and care delivery in line with relevant data research and evidence base and with reference to RHN policies and guidelines
- To identify potential risks for all staff, patients/residents and visitors and adhere to the relevant RHN risk management processes and incident reporting procedures
- To assist with the safe custody and administration of drugs in accordance with local and RHN policy, legal requirements and the Nursing and Midwifery Council (NMC) guidance
- To manage and dispose of all body fluids in accordance with universal precautions as per RHN IPC Policy and guidelines.

Service Improvement

- To assist in the development, implementation and monitoring of nursing practice standards, guidelines, policies and patients/residents' care pathways

- To contribute to the setting and monitoring of measurable standards of care and to be accountable for maintaining high clinical standards
- To deliver care to patients and residents, based on current best practice, evidence and validated research when available and relevant to the staff, patients and residents of RHN
- To contribute to research and development programmes within the ward/department as required
- To work with the Learning and Development Team in developing and implementing best practice relevant to the patients and residents of RHN

Quality

- To ensure a welcoming, caring and safe environment is provided for patients and residents and their family/visitors/carers
- To promote a happy and supportive environment
- To maintain your own awareness of the national, professional and local quality issues relevant to the delivery of nursing services
- To uphold quality initiatives that improve 'customer care' and enhance the interface between staff, patients/residents, visitors and other wards within RHN
- To be aware of your role as a registered nurse in managing complaints in accordance with RHN policy
- To participate in audit process for monitoring and reviewing nursing quality in line with the RHN audit programme
- To assist in raising the profile of nursing across RHN internally and externally with stakeholders

Equality and Diversity

- To carry out duties and responsibilities with regard to the RHN's Equal Opportunity policy
- To recognise the importance of people's rights and act in accordance with legislation, policies and procedures
- To act in ways that acknowledge and recognise peoples' expressed beliefs, preferences and choices; respecting diversity and valuing people as individuals
- To take account of own behaviour and its effect on others

Assessment and Care Planning to meet health and well-being needs

- To assess, plan, implement and evaluate care for patients and residents and make changes as necessary as part of a multidisciplinary team member
- To produce care plans that are appropriate to the patients' needs and to monitor and update them in accordance with RHN policy and guidelines
- To plan and co-ordinate patients' and residents' arrangements

Provision of care to meet health and well-being needs

- To act as a Named Nurse and maintain accountability for assessing, planning, implementing and evaluating programmes of care for individual patients to whom you are allocated
- To act as an advocate for the patient, providing information and directing them to the relevant support services where appropriate
- To take the appropriate action to address any issues or risks in line with RHN Policy
- To respect people's dignity, choices and beliefs; involve them and their families as indicated, in shared decision-making and obtain their consent, where able to do so, before undertaking nursing procedures
- To promote a patient and resident focused multidisciplinary approach to care in collaboration with families/carers, health care professionals and other agencies as indicated
- To ensure that treatments that are prescribed are undertaken and that multidisciplinary team members are informed of changes in the patient's or resident's condition
- To ensure safe and timely transfer of patients in accordance with RHN Policy
- To ensure safe discharge of patients in accordance with RHN Discharge Policy

Information Processing

- To collect/record data accurately in accordance with NMC professional guidelines and RHN Policy and Guidelines

General

- To comply with RHN's Equal Opportunities Policy and treat staff, patients, residents, colleagues and potential employees with dignity and respect at all times
- To take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following an Incident, Serious Incident and Near Miss, ensure that reporting is in line with RHN policy and guidelines
- To take personal responsibility for ensuring that RHN resources are used efficiently and with minimum wastage, and to comply with RHN's Standing Financial Instructions (SFIs)
- To comply with RHN policies and guidelines for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with RHN policies for hand hygiene, use of personal protective equipment and safe disposal of sharps in line with IPC Policies and Guidelines
- To be aware of and adhere to all RHN policies and guidelines, the Health and Safety at Work Act and the Data Protection Act
- To maintain confidentiality at all times
- To ensure that adult and children safeguarding responsibilities are adhered to in line with RHN policies
- To be prepared to work in other areas of the hospital as required

Person specification: Essential and Desirable

1. Registered Nurse with six months post qualification experience
2. Evidence of continuing professional development
3. Clinical knowledge and experience of nursing in similar ward/unit
4. Ability to negotiate and work effectively in an interdisciplinary team
5. Demonstrable clinical skills and good practice skills
6. Excellent communication skills, written and verbal presentation skills & report writing.
7. Good understanding of relevant compliance standards, codes of practice, and statutory and professional regulations

Our values

Seeing the whole person

Understanding who our patients and residents are and what their specific needs involve. Taking an interest in everyone at the RHN – staff, patients, residents and their families – seeing the whole person, with interests, hobbies and commitments. Providing high quality customer service, developing ongoing relationships and caring for patients as individuals.

Treating people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

Delivery on promises

Doing what we say we will do. Working together to deliver the best possible service for patients, carers and key stakeholders. Taking personal responsibility, being pioneering and sharing knowledge, ensuring clarity, compassion and respect.

Willingness to learn

Giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. Developing new skills, knowledge and technologies, and taking the time to reflect on successes and setbacks.

Demonstrating a commitment to continuous professional and personal development and a flexible approach to working. Being aware of what is over the horizon, anticipating opportunities and having the vision to look forward. Accepting the need for change and developing a culture of continuous learning and improvement.

Honesty and integrity

Acting as a role model and setting an example that motivates and inspires others. Providing a clear direction that recognises and utilises the strengths of our people. Working with a positive attitude, being friendly, open and honest in interactions with others. When mistakes happen, talking honestly and openly about them, to make sure that they don't happen again.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the postholder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: