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| Job Title: | Band 5 Registered Nurse - In Patient Ward |
| Reports to (job title): | Ward Manager |
| Line Manager to: |  |
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## Job purpose

The post holder will be responsible for the delivery of high-quality care to a defined patient group within one of Wiltshire Health and Care’s Community Hospital In Patient Wards. Holding responsibility for the delivery of individualised care within a Community Hospital setting. The post holder will contribute to the continuing improvement in the standards of care by participating in quality improvement and audit projects within the Ward. The post holder will play an active role in their own professional development, working towards achieving the competencies required to deliver care to the patient cohort.

Base

Cedar Ward at Chippenham Community Hospital

This post is responsible for

* Plan, deliver and evaluate compassionate nursing care to meet the patients individualised needs.
* Ensure the highest standards of care and safety are maintained.
* Responsible for the safe custody and administration of medicines, using a range of routes (once competency achieved) within the NMC Standards for Administration of Medicines and adhering to local policy.
* Promote patient involvement in care planning, Implementing and sustaining communication systems to keep patients and their relatives/families informed of treatment and progress
* To ensure effective communication is achieved and maintained of sensitive information, with regard to the patient assessments and clinical details.
* To act as a role model, ensuring high quality, professional standards are maintained and delivered at all times.
* To appropriately assess patients, ensuring early detection of the deteriorating patient and escalating to medical team as appropriate.
* Provide legible and comprehensive patient records to agreed Organisational and NMC standards and guidelines.
* Participate in the assessment of mental capacity of patients, referring for deprivation of liberties as appropriate. Acting at all times in patient’s best interest
* Demonstrate an awareness of safeguarding concerns, escalating and reporting as necessary.
* Respond appropriately to patient and carer’s concerns, escalating to Ward Manager as required
* To promote equality, diversion and inclusion in all aspects of care.
* To support Ward Sister’s / Ward Manager to ensure safer staffing numbers are met on each shift
* To ensure effective resource management is maintained, demonstrating an awareness of cost improvement plans
* To be responsible for the assessment of individual patients risk using the appropriate tools, putting in place measures to minimise risks.
* To participate in the audit, identifying areas for improvement, and working with management team to implement change.
* To participate in quality improvement projects, working with the quality team to improve patient and carer experience.
* Participate in daily red to green meetings to facilitate a safe and timely discharge for patients.
* Ensure effective communication of information, between inter agencies, promoting collaborative working.
* To develop and maintain effective communication links with all levels of staff within The Organisation and external agencies.
* To assist in the orientation and support of new staff and students to the unit, acting as a mentor as required
* To be responsible for compliance with statutory and mandatory training requirements.
* Identify own training and development needs, actively seeking support to meet these needs.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

* First Level Registered Nurse
* Current/live registration with the Nursing Midwifery Council
* Excellent written and verbal communication
* I.T. Literate
* Astute interpersonal skills and is able to deal with difficult/sensitive situations
* Ability to prioritise and organise own workload, delegating appropriately
* Enhanced clinical competencies, including venepuncture and cannulation for example
* Up to date understanding of safeguarding and mental capacity legislation
* Recent experience in delivering hands on nursing care for a group of patients
* Able to demonstrate effective consolidation of nursing knowledge and practice after registration and Preceptorship
* Working within a multi-disciplinary team environment
* Experience within a range of patient/client care groups
* Evidence of continuing professional development.
* Good team member, able to complement group dynamics
* Adaptable to changing needs of the service
* Self-motivated, compassionate
* Willing to work in other areas of   
  Wiltshire Health and Care as and when required to do so.

Desirable

* Teaching and assessing in practice qualification

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| Employee signature |
| Manager signature |