

## Job Description

### 1. JOB DETAILS

**Job title:** Registered Nurse Band 5 – Day Units (Maryport Base)

**Managerially Accountable to:** Day Unit lead nurse Band 6

**Professionally Accountable to:** Day Unit & MPU Lead nurses

**Location:** Clinical Operation Lead

### 2. JOB SUMMARY

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



**Collaboration** – We are stronger and better working together with and for our patients.

As a registered nurse in a multi-disciplinary team, work with other health and social care professionals to develop the ethos of multi-disciplinary, integrated care and seamless services ensuring that patient care is delivered to the highest possible standard.

Working largely alone and unsupervised, assess patients, plan and implement care in the day Unit, provide advice and education to patients, carers and colleagues, maintain associated records. Carry out nursing procedures.

Carry out delegated management tasks including line management of other team members.

Flexible working is required to meet the needs of the patients group.

The Care Group is commissioned to provide 7/7 nursing services.

### 3. ROLE OF DEPARTMENT

An integrated care community works together to improve the overall health and wellbeing of the community. We will do this by:

1. Joining up health and care services to work better together
2. Providing more care out of hospital where possible
3. Supporting people to have information about their health conditions

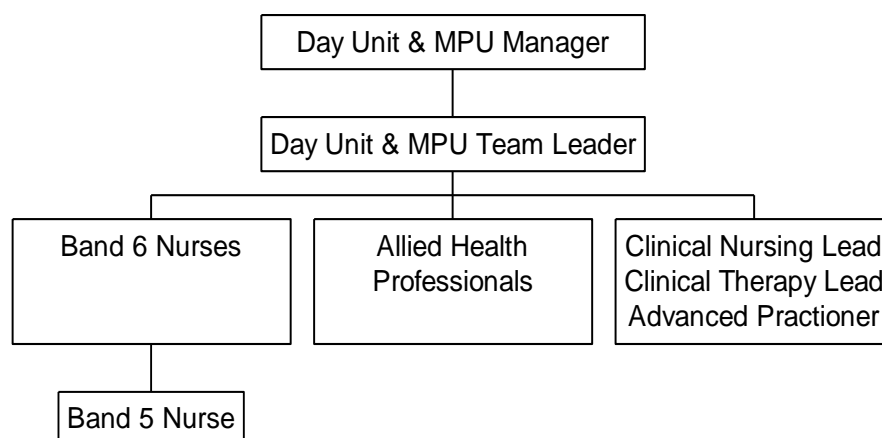
Health and social care professionals, GPs, the voluntary sector and the community will work as one team to support the health and wellbeing of local people.

West, North & East Cumbria has been divided into eight ICCs based on groups of GP practices and their patients. By understanding the challenges that each area faces it is hoped that the community can work together with health and care organisations to improve the health and wellbeing of local people.

The ICC Care Group provides a range of adult community health services to people living within North Cumbria, Including Day Units and Medical Procedures Unit.

We work closely with Commissioners, GPs, Acute Services, Community hospitals, CHOC, Cumbria County Council Adult Social Care and third sector organisations. Its key community health focus is to provide care to prevent hospital admissions, facilitate early discharge and where possible to enable patients to manage their own conditions and remain in their own homes, enhancing both their independence and quality of life.

### 4. ORGANISATIONAL CHART



## 5. KEY WORKING RELATIONSHIPS

As a registered Band 5 Nurse you will have direct and indirect contact with patients, their family and carers at each contact or as the need arises to deliver nursing care/education.

You will work as part of a multidisciplinary team, supporting your colleagues to deliver effective integrated health and social care to patients, communicating complex and sensitive information about patients, families and carers.

You will communicate across organisational boundaries and work as required with other bodies in the statutory, third and voluntary sectors to ensure the health and social care needs of the individual are met appropriately and safely. This will include receiving and making referrals, requesting medical assistance and joint working to develop services.

## 6. DUTIES AND RESPONSIBILITIES OF THE POST

### Care Delivery

- To prioritise referrals and manage workload.
- To deliver scheduled care according to work rotas.
- To support colleagues across all Day unit & MPU sites- and cross cover rotas if required.
- To assess, monitor and continually evaluate risk management of situation and environment for both patient/carer/family and staff and deal with safety issues as identified.
- To assess, deliver and evaluate all aspects of clinical nursing care based on best practice.
- To actively participate in training, competency achievement and delivery of new nursing interventions to further develop the Day Unit Service
- Use of equipment/technology to aid appropriate assessment of patient condition and delivery of treatment such as IV administration device, enteral feed system, moving and handling equipment.
- To carry out a range of clinical duties that involve dealing with body fluids e.g. venepuncture, wound dressings, catheterisation Venesection, wound care.
- To undertake and obtain samples for diagnostic purposes e.g. venepuncture, wound swabs, urinary and faecal sampling.

- Ability to cannulate patients and administer IV medication and blood products as prescribed and as per Trust Policy and Standard Operating Procedures specific to the Department.
- Management of central venous lines as per Trust policies and Standard Operating Procedures specific to the Department
- Management and delivery of a large variety of complex nursing procedures.
- To support and educate patients/carers in promoting independence and rehabilitation in timely approach using case management model of working.
- To have sound knowledge base of medication and effects on conditions.
- To be responsible for appropriate and cost effective nurse prescribing.
- To administer medications, reviewing and monitoring effects.
- To communicate closely with patients and all parties involved in delivery of services.
- To order and ensure effective management of specialist nursing equipment.
- To ensure care is delivered within national frameworks.
- To work within safe parameters, referring to SOP's, CG's, Policies and national guidelines.
- To Liaise and communicate effectively with a variety of specialist clinicians and referrers.

### **Clinical Leadership**

- To be involved in service development through CQC, Risk Assessment and identification of improving ways of working to meet changing needs of population.
- Demonstrate ability to delegate workload appropriately.
- To support and participate in the training/development of other staff and students.
- To act as mentor/assessor/preceptor and role model for new staff and students, carryout inductions as per policy.

- To support the Team Leader providing leadership, peer support, clinical supervision and direction for the team.
- Promotion of high professional standards of care and management by maintaining and developing knowledge of current clinical practice using best available evidence.
- To undertake off duty for team as required.
- Carryout Link Nurse role e.g. infection control, long term conditions, Wound, Palliative Care, Continence, Moving and handling key worker.
- Participate in and undertake staff appraisal.
- Take responsibility and initiate planning to update mandatory training.

### **Organisational**

The post holder will be competent and have responsibility to be involved in.

- Procedure for risk assessments.
- In putting of clinical data onto IT systems.
- Ensuring a high standard of record keeping and defensible documentation using agreed trust documentation.
- Report on incidents/near misses to enable systems/processes to be reviewed and measures put in place to ensure effective risk management.
- To be involved in support mechanisms for staff such as clinical supervision.
- Participate in collection and collation of patient information to inform caseload review on regular basis.
- Participate in accurate record keeping and monitoring review of any equipment issued to patients.
- To use all resources effectively as possible within the care package outlined for patient.
- To be actively involved in audit to support evidence based practice and effective service delivery.
- To participate in annual Personal Development Review.

- To maintain professional competence and development and provide up to date evidence in support through annual appraisal.

## **7. WORK SETTING AND REVIEW**

As a Band 5 Nurse you are accountable for all the care you deliver and any work you delegate. Working within your own sphere of competence.

Work is managed rather than supervised; the job holder will be expected to act independently within appropriate guidelines, deciding when it is necessary to refer to their line manager.

The majority of care delivered will be undertaken on your own and unsupervised, you will have responsibility to review care at each contact, assessing frequency and content of contact as care needs alter. You will be expected to manage your own time and caseload.

The post holder will receive management supervision monthly and regular clinical supervision.

The post holder may need to work across other day units.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## 11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## 12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## 13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

## 14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.



## PERSON SPECIFICATION

### POST TITLE: Nurse Band 5 (Day Units)

Factor	Essential	Desirable
Qualifications	Level 1 registered nursing qualifications	<p>Post registration qualification in teaching/assessing</p> <p>Evidence of continuous professional development to degree level or equivalent experience</p> <p>Non-Medical Prescribing V300 (achieved or working towards)</p>
Experience	<p>Ability to use initiative, prioritise effectively.</p> <p>Demonstrate evidence to work as part of a team.</p> <p>Demonstrable recent Nursing experience.</p> <p>Demonstrate evidence to motivate team/peers.</p> <p>Evidence of clinical/professional development.</p> <p>Demonstrate evidence of working autonomously, utilising Standard operating procedures and Clinical Guidelines</p> <p>Leadership of a team</p>	<p>Knowledge of changing health agenda and impact for community nursing</p> <p>Recent nursing experience – Day unit services and management of complex procedures</p> <p>Both acute and community nursing experience</p>
Knowledge	<p>Demonstrable understanding of the extent of the role.</p> <p>Broad knowledge base of acute and chronic conditions.</p> <p>Understanding of scope of professional practice.</p>	<p>Knowledge of changing way health services are being planned and delivered</p> <p>Awareness of current changes in the delivery of healthcare</p>

	<p>Understanding of reflective practice and its application.</p> <p>Self-awareness and appreciation of limitations.</p> <p>Demonstrate ability of change management.</p> <p>Problem solving skills</p>	
Skills and Aptitudes	<p>Excellent communication and interpersonal skills.</p> <p>Ability to delegate effectively.</p> <p>Ability to maintain confidentiality.</p> <p>Enthusiasm and ability to work as part of a team.</p> <p>IT skills.</p> <p>Post registration clinical skills (competent or working towards) – Cannulation, catheterisation, Mid line management, Spirometry, Venesection, Nurse prescribing, Wound assessment and care, Venepuncture, Blood product administration, Biological Therapy administration.</p> <p>Immediate Life support trained</p> <p>Student Mentorship</p>	Previous post Qualification experience
Personal Circumstances	<p>Able to travel independently.</p> <p>Able to work 24/7 and flexibly across a range of in-patient and community settings.</p>	
Other requirements	Promote equality and value diversity (level 3)	

Each of the above points should be considered in the light of minimum requirements listed in the job description.

