

## **Cardiff and Vale University Health Board**

### **Job Description**

#### **Band 5**

#### **GENERAL INFORMATION:**

**Title:** Registered Nurse

**Grade:** Band 5

**Job Base:**

**Responsible To:** Team Leader/Ward Sister/Charge Nurse

**Accountable To:** Team Leader/Lead Nurse/Senior Nurse

**DBS** DBS not required    DBS standard check    DBS enhanced check ✓

#### **Job Summary**

- To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without direction and supervision.
- Demonstrate and supervise practice and procedures to registered and unregistered nursing staff to secure effective nursing practice.
- To take a key role in the induction and mentorship of new and unregistered staff, and provide supervision.

#### **Quality of Care**

- Promote the health and well being of patients/clients and maintain a safe, caring and therapeutic environment.
- Ensure nursing practice is in accordance with the NMC Code of Conduct which incorporates and respects differences in respect of gender, sexuality ethnicity, religion culture and disability.
- Always act in such a manner as to promote and safeguard the interests and well being of patients/clients, visitors and colleagues.

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- Participate as an active member of the nursing and multi- disciplinary teams, be accountable for your practice and work in partnership with other health care professionals, patients/clients and others in the delivery of care.

Participate in effective nursing, providing a high standard of care to patients/clients in keeping with the philosophies and operational policies of the UHB.

- Work closely and openly with relatives and carers providing help, guidance, support and information when appropriate.
- Act as an advocate for patients/clients within good practice guidelines ensuring that they understand their rights and can access written and verbal information in a format which is appropriate to their current health status and language/sensory needs.
- Assess the care needed to address patients/clients' physical, psychological, social and spiritual needs.
- Develop, implement and continuously evaluate programmes of care using a problem solving approach that ensures the needs of each individual patient/client are met throughout their admission including detailed arrangements for discharge.
- Update care plans regularly and accurately working in partnership with the patient/client (including electronic records).
- Be responsible for the management of a group of patients/clients, including the daily allocation of a patient/client group.
- Ensure that all patients/clients within own caseload have their after-care planned and documented effectively in partnership with them and other agencies/services.
- Participate in the accurate maintenance of general and specific patient/client observations, accurately recording all relevant information and informing members of the multi disciplinary team.
- Be conversant with the legal requirements concerning the prescribing, control, security and administration of drugs.
- Be conversant with the UHB's policies and procedures.
- Participate in the maintenance of standards in accordance with the UHB policies and procedures, quality and safety and NMC.

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- Participate in rotational duties and work in alternative care settings as required.
- Delegate tasks and activities to a range of team members in relation to patient/client care (for example when taking supervised charge or as a link nurse).  
Carry out any other duties commensurate with the band as allocated by the Team Leader/Charge Nurse/Ward Sister.

### **Communication and Liaison**

- ☐ Demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors, relatives and colleagues; maintaining good customer relations at all times.
- ☐ Actively participate in the communication of sensitive/difficult information and subsequent support of patients/clients, relatives, carers and colleagues as appropriate.
- ☐ Contribute towards sharing good practice within the ward/department and UHB wide.
- ☐ Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the nursing profession.
- ☐ Work cohesively with all members of the team in ensuring that the very best services to patients/clients are provided at all times.
- Carry out daily physical and psychological observation and monitoring of patients/clients and document and communicate these effectively.
- Ensure that all views of patients/clients are effectively sought channelled and acted upon.
- Ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection Act.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.

### **Management of Resources**

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- Work together with the team to ensure effective use of resources & adequate stock levels.
- Utilise all available resources to the maximum benefit of the service being aware of resource implications specific to the area.
- Ensure that agreed UHB policies and procedures are followed.
- Report any maintenance requirements through the UHB processes reporting any difficulties to the nurse in charge.

Actively engage with self rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.

### **Personal Development**

- Keep up to date and participate in training programmes identified in a Personal Development Plan.
- Participate in an annual personal appraisal development review with manager.
- Participate in special projects research and surveys related to the clinical area as directed.
- Actively manage own annual leave in line with UHB Policy.

□ Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.

### **Health and Safety**

#### **Standard**

Ensure that the environment is safe as laid down in the Health and Safety Act (1974)

#### **Indicator**

Adhere to the Health and Safety at Work Act under which it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work and receive relevant training, communicating to the Manager any problems that may compromise safety.

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Be committed to the UHB's Equal Opportunities Policy and avoid any behaviour that discriminates against colleagues, potential employees, service users, carers and visitors for whatever reason.

Adhere to the UHB's No Smoking Policy and refrain from smoking anywhere other than a designated smoking area.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the UHB and Department.

**ADDITIONAL INFORMATION:**

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to**

**regular review and amendment as necessary in consultation with the post holder.**

### **Our vision**

Cardiff and Vale University Health Board (UHB) will be the flagship UHB in Wales, with an international reputation for excellence and innovation. Our skilled and committed staff will provide safe, high quality care, at the right time, in the right place.

We will work with partners and with communities to support the people of Cardiff and Vale in improving their own health and well-being.

We will build a shared sense of pride and purpose in our health services.

### **Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by either Trust for any unauthorised purpose or disclosure such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trusts.

### **Health and Safety**

The post holder must co-operate with the UHB in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Smoking**

All UHB workplaces, (premises, grounds and vehicles), are smoke-free.

Smoking is prohibited throughout the UHB workplace, grounds and vehicles with two exceptions which have been considered carefully.

All employees have responsibility to adhere to UHB policy and to promote the health and wellbeing of our population.

### **Equal Opportunities**

You are at all times required to carry out your responsibilities with due regard to the UHB's Equality & Human Rights Policy and to ensure that staff receive equal treatment throughout their employment with the UHB.

## **Risk Management**

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

## **CODE OF CONDUCT FOR PROFESSIONAL GROUP**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, and DoH Code of Conduct for Senior Managers).

## **CRB CHECKS**

The person successful in obtaining this post will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The Disclosure will include details of cautions, reprimands, final warnings, as well as convictions if applicable.

## **CORE VALUES FOR UHB STAFF IN RELATION TO INFECTION PREVENTION AND CONTROL**

All UHB staff: will

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control UHB policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Core behaviours for all UHB staff:

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their area and the UHB
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

## **Person Specification**

### **GENERAL INFORMATION**

**Post:** Registered Nurse

**Grade:** Band 5

**Department:**

| <b>REQUIREMENTS</b>                          | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>DESIRABLE</b>                                                                                                                                                                                                  |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>EDUCATION &amp; QUALIFICATIONS</u></b> | <ul style="list-style-type: none"><li>• Current registration with the NMC</li><li>• Good basic level of English language demonstrated through effective written and verbal communication skills</li><li>• All staff are expected to take responsibility for their own continual personal development</li></ul>                                                                                                                                     |                                                                                                                                                                                                                   |
| <b><u>EXPERIENCE &amp; KNOWLEDGE</u></b>     | <ul style="list-style-type: none"><li>• Ability to practice within the scope of the NMC Code of Professional Conduct</li><li>• Understanding of professional nursing issues</li></ul>                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• Depending on previous experience the candidate may be expected to supervise junior staff</li><li>• Awareness of the structure and organisation of the wider NHS</li></ul> |
| <b><u>SKILLS &amp; ABILITIES</u></b>         | <ul style="list-style-type: none"><li>• Good interpersonal skills</li><li>• Teaching skills</li><li>• Able to prioritise and meet deadlines</li><li>• Able to manage difficult situations</li><li>• Organised time management</li><li>• Able to use initiative</li><li>• A willingness to participate in continuing professional development</li><li>• IT skills</li><li>• Awareness of audit &amp; research</li><li>• Analytical skills</li></ul> | <ul style="list-style-type: none"><li>□ Welsh speaker</li></ul>                                                                                                                                                   |



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| <b><u>PERSONAL QUALITIES</u></b> | <ul style="list-style-type: none"> <li>• Ability to work within a team and independently</li> <li>• Flexible approach to work</li> <li>• Smart appearance</li> <li>• Able to work to pressure</li> <li>• Punctual</li> <li>• Enthusiastic</li> </ul> |  |
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| <b><u>OTHER REQUIREMENTS</u></b> | <input type="checkbox"/>                                                                                                                                                                                                                             |  |