

Job Description

JOB TITLE: Registered Nurse	BAND: 5
DIVISION: Medicine	SPECIALITY: Emergency Care

RESPONSIBLE TO: Department Lead Nurse/ Ward Sister
CONTACT WITH: Patients, carers and the multi-disciplinary team
PRINCIPAL OBJECTIVES: <ul style="list-style-type: none"> To work within the framework for Clinical Governance to provide effective, high quality individualised nursing care to patients and relatives/carers and to contribute to the continuing development of nursing practice. To work within the Trust's Competency Framework for Registered Nurses, the Ward/ Department Philosophy and the NMC Code of Conduct/ Professional Standards for the Protection of Patients.

KEY RESPONSIBILITIES: <p>Clinical</p> <ul style="list-style-type: none"> Ensure that safe, effective and evidence-based patient care is delivered. Assist patients to fulfil the activities of daily living. Assess, plan, implement and evaluate individual care provided in partnership with patients and relatives/ carers. Accurately observe patient's condition and initiate appropriate action and escalation in response to findings. Safely administer medication to patients including IV and controlled drugs, as well as administering medications supplied under patient group directives. Maintain accurate, timely patient records and relevant data collection. Communicate effectively with patients, visitors and staff. Communicate effectively with all members of the multi-disciplinary team. Participate in patient/ carer education e.g. advice about patient's condition/ needs, health promotion. To safely use clinical equipment relevant to own work area. Undertake venepuncture and cannulation as appropriate once trained along with other specialist skills that are required by the area. <p>Management</p> <ul style="list-style-type: none"> To work within trust and division policies, protocols and guidelines to ensure that other staff understand and adhere to them. Assist in the maintenance of a safe working environment for patients, staff and visitors. Participate in adverse incident management e.g. clinical incident reporting, complaints. Participate in identifying, implementing and evaluating new methods of work/ patient care. Assist in the efficient and effective management of the ward to ensure maximum use of resources including bed management. Organise, prioritise and manage own workload and supervise others work. Assist in the teaching of junior medical and nursing staff. <p>Education</p> <ul style="list-style-type: none"> In conjunction with the team leader/ line manager, be responsible for identifying and achieving personal and professional development needs. Participate in and contribute to divisional and departmental teaching programmes.

- Actively participate in the assessment, teaching and supervision of students within the department by acting as a practice supervisor or practice assessor.
- Undertake and maintain compliance with mandatory training.

All Clinical and Non-clinical Staff

- To be responsible for complying with Trust Infection Control policies and clinical guidelines.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties. This will, in many cases, include access to personal information relating to service users. You must treat all information in a discreet and confidential manner and keep it secure.
- To prepare and actively participate in Trusts annual Performance Development Review process and progress reviews.
- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust Equal Opportunities and Diversity Policy and must not discriminate on the grounds of gender, gender reassignment, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Employees have 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 East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared by: Alison Shilling
Updated by: Jimmy Bone

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Note: This job description is issued as a guide to your principal responsibilities. It may be varied from time to time to meet new working requirements and does not form part of your Contract of Employment