

## JOB DESCRIPTION

<p><b>1. JOB IDENTIFICATION</b></p> <p><b>Job Title: Registered Nurse Band 5</b></p> <p><b>Department(s): Community Nursing/Hospitals, Dumfries &amp; Galloway</b></p> <p><b>Job Holder Reference: NE064</b></p> <p><b>No of Job Holders:</b></p>
<p><b>2. JOB PURPOSE</b></p> <ul style="list-style-type: none"> <li>• To assess, plan, implement and evaluate programmes / systems of nursing care and treatment.</li> <li>• To work as part of the Multi-Disciplinary / Multi-Agency Team.</li> <li>• To take charge of a ward/caseload or equivalent sphere in the absence of the person with continuing responsibility.</li> <li>• To play a role within the clinical area modernisation and redesign.</li> </ul>
<p><b>3. ORGANISATIONAL POSITION</b></p> <p style="text-align: center;"><b>Nurse Manager</b></p> <p style="text-align: center;"><b>Charge Nurse /District Nurse</b></p> <p style="text-align: center;"><b>Deputy Charge Nurse</b></p> <p style="text-align: center;"><b>Staff Nurse (this post)</b></p> <p style="text-align: center;"><b>Auxiliary nurse</b></p>
<p><b>4. SCOPE AND RANGE</b></p> <ul style="list-style-type: none"> <li>• The post holder will provide effective and individualised nursing care and treatment to identified patients whilst operating as a member of a multi-disciplinary.</li> <li>• The post holder will be expected to supervise, teach, mentor, coach and support, nursing auxiliaries, pre &amp; post-registration students.</li> <li>• The post holder will take charge regularly in the absence of a more senior member of staff.</li> <li>• The post holder will be expected to carry out all forms of care without direct supervision.</li> <li>• The post holder will work as part of the multi-disciplinary / multi-agency team and will be required to supervise a team of staff.</li> <li>• The post holder will be expected to lead a team of staff on a regular basis.</li> <li>• Will be required to work in community and hospitals as required.</li> </ul>
<p><b>5. MAIN DUTIES/RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To assess, plan, implement and evaluate nursing care and treatment.</li> <li>• To take a lead role in co-ordinating the patient's journey through implementation and evaluation of policy &amp; procedure.</li> <li>• To ensure and promote the individual's confidentiality, dignity and privacy.</li> <li>• To participate in and promote clinical supervision.</li> <li>• Take charge regularly of shifts as nominated and allocate work to others as appropriate.</li> <li>• Supervise and teach junior nurses where appropriate, students and other staff, patients and families</li> <li>• To practice in accordance with Health and Safety procedures being aware of personal and corporate responsibility.</li> </ul>

<ul style="list-style-type: none"> <li>• Responsible for the ongoing risk identification, assessment, management and reduction within own sphere.</li> <li>• To maintain accurate clinical records in agreed format e.g. cncs.</li> <li>• Participate in research, audit and development.</li> <li>• To ensure safe custody of patient's valuables in accordance with standing financial structure within a hospital setting.</li> <li>• Maintain effective stock control.</li> <li>• To undertake and demonstrate competence within the particular skills required for this specific area speciality e.g. venepuncture, cannulation, syringe driver, administration of chemotherapy.</li> <li>• To lead a team to ensure that nursing care and treatment are provided in accordance with organisation policy, procedure, guidelines and protocols</li> <li>• To take a lead role within, and be responsible and accountable for aspects of service improvement in relation to complaints, adverse events and patient feedback.</li> </ul>
<p><b>6. SYSTEMS AND EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• Use electronic information systems as required.</li> <li>• Use moving &amp; handling equipment as required.</li> <li>• Responsible for the safe, efficient and effective use of electro-medical equipment in the delivery of patient care.</li> </ul>
<p><b>7. DECISIONS AND JUDGEMENTS</b></p> <ul style="list-style-type: none"> <li>• Be personally accountable for own professional practice and conduct in accordance with the NMC code of conduct guidelines.</li> <li>• The post-holder will be expected to carry out their daily duties without direct supervision.</li> <li>• The post-holder will be responsible for exercising their professional judgement in relation to clinical work.</li> <li>• The post-holder will be expected to follow agreed and defined procedures / processes.</li> <li>• The post-holder will be expected to undertake and fulfil the responsibilities of the named nurse concept.</li> <li>• Responsibility as a key individual for the organisation and co-ordinator of the patients care from admission through to discharge.</li> </ul>
<p><b>8. COMMUNICATIONS AND RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• Effectively communicate with a wide range of stakeholders, using IT, verbally and in writing.</li> <li>• Communicate and work with individuals and members of the multi-disciplinary / multi-agency team, private providers, statutory and voluntary services.</li> <li>• The post-holder will be expected to gather, understand, interpret and relay complex information to other members of the multi-disciplinary team, patients and carers.</li> <li>• The post-holder will be expected to convey relevant information to line managers.</li> </ul>
<p><b>9. PHYSICAL DEMANDS OF THE JOB</b></p> <ul style="list-style-type: none"> <li>• Moderate degree of stamina is required.</li> <li>• Will be required to manoeuvre patients using safe moving &amp; handling techniques.</li> <li>• Appropriate degree of dexterity will be required whilst performing clinical procedures.</li> </ul>
<p><b>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</b></p> <ul style="list-style-type: none"> <li>• The post-holder may have to deal with a rapidly changing clinical workload in an event driven environment.</li> <li>• The post holder will be required to impart distressing news and deal with this sensitively using empathy and reassurance.</li> <li>• Manage challenging and aggressive behaviour in line with local policies..</li> <li>• Expected to manage multiple issues simultaneously, interpreting and reporting as appropriate.</li> <li>• Frequent exposure to body fluids, sometimes several times a day.</li> </ul>

**11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The post-holder will possess an appropriate recognised qualification –R.G.N.
- Can demonstrate competence working in a hospital and community setting and/or be willing to undertake the relevant training programme.
- To participate in further education and training to enhance personal and professional development as identified at annual review.
- The post-holder will display/develop:
  - > Knowledge of contemporary nursing practice and the nursing contribution.
  - > Knowledge of SIGN guidelines and the nursing contribution.
  - > Knowledge of NHS QIS initiatives, national standards and the nursing contributions.
  - > Knowledge and understanding of Clinical Governance initiatives and risk.
  - > An understanding of the principles of Joint working and Partnership.
- To have knowledge and understanding of legislation relevant to the area / specialty.
- To demonstrate / develop competence within a particular range of skills,
- e.g. venepuncture, male catheterisation, syringe driver etc.
- Post-holder will demonstrate a flexible and adaptable approach.
- The post-holder will demonstrate effective leadership skills.
- A driving licence is required.

**12. JOB DESCRIPTION AGREEMENT****Job Holder's Signature:****Date:****Head of Department Signature:****Date:**

**NHS DUMFRIES AND GALLOWAY  
Wigtownshire LHP**

PERSON SPECIFICATION

**JOB TITLE: REGISTERED NURSE BAND 5 COMMUNITY/COMMUNITY HOSPITAL**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b><u>Qualifications</u></b> -Registered nurse</p>	<p>-Post registration qualification/evidence of further training</p>
<p><b><u>Experience</u></b>  -Multi-disciplinary/multi-agency working -Clinical Supervision -Experience of working unsupervised</p>	<p>- Mentorship training and practice in same - Experience of working unsupervised -Experience working within a community hospital/community setting -Supervising/teaching experience -Participation in audit -Palliative care experience</p>
<p><b><u>Knowledge</u></b>  -Evidence of up to date clinical knowledge -Knowledge of SIGN/QIS Guidelines/Clinical Governance -Evidence of current and ongoing continuing professional development -Undertake to meet learning needs as identified in a Personal Development Plan - Current mandatory training</p>	<p>-Knowledge of NHS D&amp;G Policies/Procedures -Knowledge of relevant Health &amp; Safety regulations -Awareness of local protocols -Knowledge of Single Shared Assessment -Promotion of quality initiatives</p>
<p><b><u>Skills</u></b>  -Effective communication/ interpersonal skills -Leadership skills -Computer skills -Manual handling and use of equipment -Accurate record keeping/completion of standard documentation -Organisation of workload/delegation of tasks -Ability to demonstrate/apply current clinical theories - Driving Licence</p>	<p>-Time management -Counselling skills -Venepuncture, Ear Syringing, Male catheterisation -Working knowledge and skills in use of Syringe drivers</p>
<p><b><u>Personal Characteristics</u></b>  -Good effective communication skills- verbal and written. -Able to work autonomously -Flexible -Stress tolerant - Able to work unsocial hours eg nights/weekends</p>	