HORDERHEALTHCARE

ROLE BRIEF

Department:	**Ward**
Job Title:	**Registered Nurse**
Responsible To:	**Ward Manager**
Location:	**East Grinstead**
Key Duties:	**1. Clinical** • To deliver at all times high quality nursing care by assessment of patient need, implementation of care and evaluation of progress/outcome, in line with national and corporate standards. • To work co-operatively with medical staff and other member of the multidisciplinary team in order to ensure positive outcomes for each patient episode. • To be actively involved in nursing research projects in support of clinical practice, and participate with the Sister in the conceptual development of nursing practice, including the development and formulation of evidence-linked multidisciplinary care pathways. • To assist in the formulation of procedures and standards, and to participate in clinical and organisational audits for the maintenance and development of a quality service. • To communicate clearly and ensure that advice and information given to patients and/or relatives is appropriate and meets their needs. **2. Management** • To provide professional and managerial leadership by accepting delegated responsibilities from the Senior Sister or Sister in their absence. • To contribute to the general management of the Centre by undertaking the duty nurse role out-of-hours in accordance with relevant corporate and departmental guidelines. • To continually review the nursing workload in all areas, deploying staff accordingly, and utilising all resources effectively to deliver quality care at all times, whilst operating within pre-determined nursing costs. • To maintain and develop a harmonious and co-operative relationship within the unit/ department with other disciplines and external agencies. • To maintain sound lines of communication to all staff, patients and visitors. • To take a lead role in an emergency situation where appropriate until further help arrives.

- To ensure that accidents and complaints are fully documented and that steps are taken to prevent recurrence, informing appropriate senior management staff.

- Ensure the effective-efficient use of supplies within the department in line with Horder Centre guidelines.

3. Education

- To accept responsibility for determining your own professional needs, and setting goals and objectives through relevant processes to meet these needs, monitoring progress at regular intervals.

- To supervise and guide the work of junior colleagues, providing a suitable learning environment.

- To undertake the role of mentor/buddy where requested and to facilitate the orientation and development of new staff.

- To participate in "in-house" training sessions and attend meetings and discussions to inform practice, when required.

- To take every opportunity to maintain and improve knowledge and professional competence, in line with the NMC Scope of Professional Practice.

4. Professional

- To be personally accountable for own actions and omissions in line with the NMC Professional Code of Conduct.

    - To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the nursing profession and Horder Healthcare.

GENERAL

- To carry out any other reasonable duties as requested by senior staff.

- To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of Horder Healthcare.

- To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare.

- To apply information security in accordance with the established policies and procedures of the organisation.

- To take an active role in the Horder Healthcare 's staff appraisal system and action agreed goals and objectives.

	• You are required to apply security in accordance with established policies and procedures of the organisation. • To take reasonable care for the health and safety of yourself and others that may be affected by what you do while at work and complete al mandatory training as required. • All colleagues should be aware of their responsibilities and role in relation to the Business Continuity Plan. • Infection Control and Hand Hygiene - All employees are required to be familiar with, and comply with, policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical colleagues with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps.
Key Accountabilities:	• To be a safe and effective practitioner. To work to the standards of the NMC Code. To be a part of the nursing team to deliver the highest standard of care and to provide a seamless service for patients, visitors and staff. • To contribute to the general management of the Centre, out-of-hours where necessary.
Key Knowledge, Skills and Experience:	**Must Haves** • NMC Registered. • Diploma or Degree standard. • Mentorship or a future plan to gain qualification. • Knowledge of evidence based practice to support decisions and rationales to underpin the care you deliver. • Evidence of ongoing personal development throughout your career. • Friendly and approachable persona , respect and compassion. **Nice to Haves** • Managing the patient journey from assessment to discharge. • Clinical experience in surgical and plastics patients.
Health and Safety:	**The Health Act 2008** Code of Practice for Prevention and Control of Healthcare Associated Infections: You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist. For clinical colleagues with direct patient contact, this will include (but is not limited to):

	• compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.
Equal Opportunities	Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
Confidentiality	You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
Safeguarding	Safeguarding adults (The Care Act 2014) is a fundamental part of patient safety and wellbeing. You will have a responsibility in Safeguarding adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
Role Brief Agreement	I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review. **Colleague name:** **Colleague signature:** **Date:**