



Job Description

Job Title:	Registered Nurse
Band:	5
Hours:	As per advert
Base:	The Luton and Dunstable Hospital NHS Trust, and any other associated Trust establishments including Outreach Clinics and establishments used in the course of Trust Business
Department / Portfolio:	To be confirmed
Reports to:	Ward Manager
Accountable to:	Matron

OUR VALUES





1. JOB SUMMARY

The post holder will provide a high standard of nursing care by assessing, planning, implementing and evaluating programmes of patient care. To work closely with the department / ward manager and multi-disciplinary team members in monitoring and maintaining policies, standards of nursing care, staff and service development within the department / ward environment.

To carry out all relevant forms of care under supervision and when proficient demonstrate procedures of care; supervise junior qualified and / or unqualified staff including student nurses whilst maintaining a safe working environment.

2. KEY RESPONSIBILITIES

Professional Responsibilities

- Assess patient care needs and the development and implementation of programmes of patient care and participate in the evaluation of these.
- To ensure a high standard of nursing care is performed at all times and assist in the review and regular update of these standards.
- Ability to recognise and respond appropriately to changes in the patient's condition and safety.
- Adhere to all Trust Policies to maintain professional, clinical and patient safety.
- Ability to administer oral drugs safely and independently and that they are administered in line with the NMC and Trust Policy guidelines.
- Be aware of the principles of infection control and the prevention of cross infection in relation to patient care and the clinical environment.



- Be able to communicate basic care information and answer queries to patients, their relatives/carers and the multidisciplinary team members.
- To undertake intravenous drug therapy administration following a training programme which will assess the competencies and practical levels required to achieve safe working within the Trust policies and procedures.
- Care and control of medication and controlled drugs used for patient care, being aware of the systems used for safe administration and the ordering and maintenance of stock.

Education, Training & Development

- Participate in clinical training including teaching and supervision of new staff, unqualified staff and student nurses in the ward environment
- Undertake a minimum of once yearly appraisal with the ward manager for development planning
- Advise patients and relatives /visitors to the ward with regard to control of infection.
- Advise on the promotion of health and prevention of illness.

Management Responsibilities

- To manage the maintenance of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment.
- To report incidents using the Trust electronic incident reporting system.
- Management of patients with regard to their nursing /clinical needs as directed by the nurse in charge.
- Report to and request advice from the nurse in charge of the ward in regard to patient care when appropriate.



- Ensure that communication is used effectively, both written and verbal, in the interest of patient care and with the multidisciplinary team
- To contribute to the discharge planning of patients informing the discharge team of issues and patient /relative requirements/requests.
- Ensure that the ward environment is well maintained, clean and safe. Report hazards to the nurse in charge acting to prevent further danger to staff and patients.
- To be economic in the use of ward stocks and clinical requisitions, avoiding waste wherever possible.
- To be courteous and helpful to patients, families/carers, colleagues and all users to the trust.
- Have basic computer skills and be able to access patient details and reports via the Trusts IT systems
- To take charge as required in the absence of the person with continuing responsibility for the ward/department. Only after completion of preceptorship programme and local induction period.

Professional and Legal Responsibilities

- To be conversant with policies and procedures relating to Fire and Health and Safety.
- To report all accidents and complaints in accordance with agreed policies and assist in investigations of complaints and accidents as required.
- Maintain professional portfolio.
- Maintain clinical study to fulfil professional registration and show evidence of continuing professional development.
- To uphold the principles of the NMC code of professional conduct.
- To be conversant with all the Nursing policies and Procedures.

Care and Compassion



The post holder must be able to actively demonstrate and proactively deliver effective and personal care, which is safe for the patients, in a calm and compassionate manner to every patient, every time. This should be at the core of all planning which actively involves the patient and where appropriate, their relatives /carers. With the ability to escalate areas of interprofessional and multiagency care concerns to the ward manager, Matron or Deputy/Chief Nurse in a timely manner.

NB: This job may involve the manual handling of heavy loads, for which training will be given. If there is any reason why you should not do this, it is your responsibility to inform your manager immediately.

3. GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

4. PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals NHS Foundation Trust is four weeks.



5. STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

6. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

7. INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

8. PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.



The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

9. PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

10. INFECTION CONTROL

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

11. SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and



not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

12. ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.

13. DISCLOSURE REQUIREMENTS:

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.



Bedfordshire Hospitals
NHS Foundation Trust