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| JOB DESCRIPTION Registered Nurse Ward  |

**RESPONSIBLE TO: Ward Manager**

**ACCOUNTABLE TO: Clinical Services Manager**

**RESPONSIBLE FOR:** **Healthcare Assistants**

**JOB SUMMARY**

Conducting basic ward duties as allocated by the Ward Manager, Shift Leader or the Senior Nurse on Duty to meet the standards required by the Company in providing a high quality service to patients.

### Principal Duties and Responsibilities

**Statutory**

* Comply with CQC, CNST and other audits.
* Ensure that all treatments given meet individual patient needs, reflect good practice and are provided by means of appropriate equipment, within the agreed patient care pathways.
* Enable patients to make informed decisions about their treatment and general welfare.
* Adhere to the system for reviewing quality of treatment.
* Ensure that comprehensive records are maintained in respect of all patients.
* Comply with the system for recording and responding to patient complaints
* Ensure that premises remain fit for purpose.
* Takes responsibility for the reporting of incidents. Notify the Ward Manager of all incidents for which there is a legal requirement to do so.
* Ensure that NICE and other guidance are adhered to in the ward.
* Contribute towards the successful implementation of the PRACTICE PLUS GROUP patient satisfaction feedback system.
* Undertake mandatory annual training to update his/her knowledge, skills and competence to manage the establishment.

# Service Provision

* Understand and adhere to PRACTICE PLUS GROUP’s policies, procedures, Best Practice Guidelines and comply with Statutory, National Care Standards and Purchaser requirements.
* Implement and comply with Unit Specific Policies and procedures.
* Operate a service that is flexible, responsive and non-discriminatory.
* Maximise own workload efficiently and effectively but not compromising quality.
* Uphold PRACTICE PLUS GROUP’s clinical governance systems.
* Contribute towards the development of an annual strategy for the nursing function to support the business plan.
* Liaise with statutory and voluntary agencies in the community to ensure a seamless service where appropriate.

# Managerial

* Monitor the quality and cost-effectiveness of service delivery from sub-contractors e.g. catering, cleaning through the liaison person on site and report to the Ward manager on issues of concern.
* Ensure that effective communication is established within the ward by attending staff meetings on a monthly basis.
* Contribute to the effective management of the operational and Capex budget for the ward.
* Work closely with colleagues to establish best operating practice.
* Identify and meet individual and collective training and developmental needs.
* Participate in staff appraisals and PDR’s.
* Familiarise yourself and adhering to all contractual KPI’s pertaining to your department
* Assist the ward manager in achieving financial and non-financial targets related to nursing that supports the contractual agreement as well as business needs**.**
* Participating as a key member of the ward team and from time to time assisting the ward manager in her duties, and leading a shift as needed.
* Participating in change and development projects that affect the hospital

# Systems and Administration

* Participate in health and safety and infection control in the ward.
* Assist with the investigation of complaints, accidents and critical incidents in accordance with agreed procedure. Prepare reports and notify the ward manager
* Keep accurate statistics to meet required deadlines to the relevant internal and external bodies.
* Ensure efficient tracking of complete/comprehensive patient clinical records.
* Maintain effective overall record keeping systems. Participate in monthly audits of records with action plans to address deviations.

# Professional/Clinical

* Be responsible for maintaining high standards of clinical practice and patient care by the use of clinical example and leadership skills.
* Implement and monitor effective clinical pathways from admission to discharge.
* Monitor and report on outputs in radiology, pathology, occupational therapy, out-patients and physiotherapy that impact on compliance with clinical pathways.
* Ensure delivery of quality, cost effective nursing care that is compliant with established clinical pathways.
* Participate in audits are carried out on a monthly basis, to ensure good practice this includes SHEQ, infection control, documentation and internal audits.
* Observe Codes of Professional Conduct as laid down by the Nursing Midwifery Council.
* Take responsibility for risk assessments in the ward where appropriate.
* To monitor the performance of staff within the scope of your responsibility.
* To ensure that the Company's image is projected at all times by the professional appearance/manner of all members of the nursing team.

# Staff Development and Training

* Provide motivation, leadership and regular supervision to the Healthcare Assistant staff.
* Participate in induction and foundation training for all new staff as well as mentoring of new staff and junior staff.
* Participate in performance appraisals.
* Undertake competency assessments for clinical staff, evaluate their training and development needs effectively.
* Attend all compulsory mandatory training.
* Participate in the audit of clinical practice on a regular basis.

**Clinical:**

* To be responsible for the admission of any new patient to the centre including establishment of a good mutual relationship completing all relevant documentation – identify and introduce named nurse/key worker.
* To liaise with members of the medical and associated professions and ensure that prescribed or recommended treatment is carried out.
* Help to pro-actively monitor levels of patient care and plan new interventions to maintain optimal patient care.
* To undertake any specific duties as delegated by the Unit Manager/ Team leader on an ad hoc basis.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **PERSON SPECIFICATION – Registered Nurse Ward** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * NMC Registered Nurse Part
 | * Qualification in relevant specialty
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| Experience | * At least 2 years post basic experience
 | * Evidence of personal and professional development
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| **Skills and Knowledge** | * Up to date sound clinical knowledge
* Good verbal / written communication skills
* Awareness of legislative requirements with regard to H & S
* Knowledge of Infection control policy and procedures.
* Ability to solve problems/ think literally/laterally
* Customer and performance orientation
* Coaching/ developing others.
 | * Awareness of Care Standards Act
* Awareness of Quality
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| **Personal attributes** | * Proactive self starter with the ability to manage activity in a highly regulated environment
* Tenacity and determination to ensure that training is delivered to those that require it as a priority
* Ability to build rapport and influence at every level of an organization.
* Willingness to work in patient areas
* Ability to inspire professionalism
* Strong results orientation
* Excellent communication skills
* Attention to detail
* Disciplined
* Planning and organisation
* Initiative
* Flexibility
* Ability to work under pressure
* Ability to work independently, without supervision
 | * Financial awareness/ commercial attitude
* Competent Microsoft Office skills and data management
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