

Isle of Man  
Public Service  
**Careers**



# Registered Nurse - Respiratory Ward

Unscheduled Care Group

**Job Information**



ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

JOB DESCRIPTION

<b>Job Title:</b>	<b>Registered Nurse</b>
<b>Location:</b>	Ward 9 Noble’s Hospital, Unscheduled Care
<b>Accountable to:</b>	General Manager
<b>Reports to:</b>	Senior Sister
<b>Pay Band:</b>	5
<b>Job Evaluation Reference No:</b>	0116v4/JE/16
<b>Organisation Chart:</b>	<pre> graph TD     A[Sister/ Charge Nurse] --- B[Deputy Sister/ Charge Nurse or Team Leader]     B --- C[Registered Nurse - This post]     C --- D[Senior Health Care Assistant]     D --- E[Health Care Assistant]     E --- F[Housekeeper]         </pre>

**JOB PURPOSE**

As a member of a multidisciplinary team the post holder will have responsibility for the nursing assessment of patient care needs and the development, implementation and evaluation of programmes of care

In the absence of the Senior Sister or Deputy you will effectively and efficiently manage the resources available to care for patients on the shift. Supervise junior Registered Nurses (RNs), Senior Health Care Assistants (SCHAs) and Health Care Assistants (HCAs)

Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures



### **KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB**

- Registered Nurse with current Nursing and Midwifery Council (NMC ) Registration
- Maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence based practice in line with the Nursing and Midwifery Council (NMC)
- Attend and participate in a personal review interview and identify own educational and training needs and incorporate them within the needs of the Directorate and the Organisation
- Following appropriate training will be able to provide extended practices such as:-
  - Venepuncture and Cannulation
  - Defibrillation
  - Administration of drugs under Patient Group Direction (PGD)
  - Preparation and administration of intra venous drugs via infusion and bolus injection
  - Knowledge and skill to safely and competently care for a patient undergoing non- invasive ventilation /CPAP and BIPAP. Ability to educate, supervise and assess junior RNs, HCAs and student nurses after appropriate training / mentoring
- Attend, demonstrate and maintain competency in mandatory training subjects
- Maintain a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by NMC (2002)
- Be familiar with and adhere to Departmental and Directorate policies and procedures relevant to your post
- Demonstrate effective use of time of self and others
- Effective listening and interpersonal skills such as when dealing with relatives, healthcare professionals and during assessment of patients
- Ability to work using own initiative
- Ability to work in a team, may take charge of a nursing team

### **MAIN DUTIES & RESPONSIBILITIES**

- Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of nursing care
- Organise own workload to ensure that the interests of patients are paramount
- Must not, by act or omission, endanger the safety of themselves or others and must report all untoward occurrences and incidents
- Responsible for maintaining patient healthcare records to agreed standards in line with Professional and organisational guidelines
- Supervise junior staff / students who are providing care to patients
- Maintain professional registration
- Adhere to the NMC Code of Conduct and associated guidelines



### **CLINICAL**

- Responsible and accountable for the assessment, planning, implementation and evaluation of the care needs for patients ensuring safe practice and maintaining high standards of care and initiation of emergency care if the patient's condition deteriorates.
- Incorporate health education and health promotion within clinical practice through providing verbal and written information to patients / relatives / carers
- To maintain effective communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met
- Contribute to the effective discharge planning of patients through taking the lead for the nursing care
- Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures

### **PROFESSIONAL**

#### **At all times:**

- Adhere to the Nursing and Midwifery Council Code of Conduct and associated guidelines
- Work within the agreed ward / directorate philosophy
- Work within departmental policies and procedures
- Act as a professional role model to patients / relatives / carers / staff / general public
- Act in such a manner as to promote and safeguard the interests and wellbeing of patients
- Maintain professional registration in line with NMC requirements
- Contribute to the supervisory and peer review processes
- Participate in Individual Performance Review procedures, to enable continuous professional, personal and service development
- Maintain full and accurate clinical records and be aware of the legal implications of these documents
- Establish and maintain effective communication channels with all members of the multi professional team
- Dress and conduct should be of a standard that promotes patient and public confidence in the ability of the individual and the service as a whole

### **TRAINING, EDUCATION & RESEARCH**

- Contribute to the induction and ongoing / continuous professional development of Registered Nurses and Health Care Assistants e.g. supervise clinical practice, observe and assess competency of practice
- Contribute to the writing of shared guidelines/protocols for care



- Identify, collect and participate in the evaluation of information to support multi-disciplinary decision making
- Undertake clinical audit in line with National/ organisational audit tools
- Under direction and supervision participate in clinical trials in accordance with the procedure of the trial

#### **PLANNING & ORGANISATIONAL SKILLS**

- Organise own workload and workload of junior staff, student nurses and HCA's to ensure that the needs of patients are met
- Undertake transfer and discharge planning involving and co-ordinating other services such as Social services, District Nurses, Health Visitors, Cardiac Rehabilitation, Aero-medical service, UK Tertiary Centres.
- Plan, organise and co-ordinate straight forward activities such as:
  - Ensuring safe staffing levels on a shift basis
  - Staff breaks
  - Staff movement
- Support the planning and co-ordination of care for a group of patients

#### **COMMUNICATION**

##### **On a daily basis:**

- Provide and receive sensitive and confidential information by telephone, written, electronically and verbally from all healthcare professionals regarding patient care
- Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors and healthcare professionals with internal departments and external agencies, e.g. Transfer of Care Co-ordinator, Social Services regarding patient discharge
- Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors who may be distressed / potentially angry / confrontational
- To maintain effective two way communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met
- To maintain effective communication with patients/relatives/carers where there are barriers to understanding e.g. patients who may be elderly, unconscious, deaf or stroke patients.

#### **MANAGERIAL / LEADERSHIP**

- Supervise junior RNs, student nurses and HCAs and act as a source of advice to ensure their Learning objectives are met such as nursing procedures
- Contribute towards preceptorship / mentorship of new staff and students in line with professional/organisational guidelines
- In the absence of the Sister / Charge Nurse or Deputy Sister / Charge Nurse ensure safe staffing levels in order that patient needs are met
- Request bank staff with authorisation of Senior Management



## **CLINICAL GOVERNANCE**

- Assist in the maintenance and monitoring of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment
- Comply with and participate in the DH framework of Clinical Governance within own ward/department, seeking advice or guidance where necessary
- Be aware of and comply with policies, procedures and guidelines. This will include the identification of risk (clinical, health and safety and security)
- Record and report all incidents/complaints involving staff, patients or visitors and assist in any investigation as required in accordance with the DH Complaints Procedure
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act
- Undertake and action as necessary risk assessment in accordance with Statutory guidance and hospital policy and procedures such as COSHH, moving and handling, Malnutrition Universal Screening Tool (MUST)
- Maintain appropriate knowledge about and involvement in, agreed strategies and programmes to continuously improve the standards of clinical care through:
  - Patient and user involvement
  - Risk and complaint management
  - Clinical effectiveness and audit programmes
  - Continuous professional development

## **SYSTEMS & EQUIPMENT**

- Ensure accuracy is maintained in the ordering, storage and administration of medications in accordance with local hospital policy
- Maintain departmental stock levels, through ordering of stores, ensuring economic use of all Resources
- Handles patients' cash and valuables and ensures they are documented and secured according to patients' wishes during their stay in the ward i.e. put into hospital safe, sent home with relatives, kept on the ward.
- Expected to co-operate with management to maintain safe systems and safe workplaces
- Have an up to date working knowledge of all equipment used in area
- Ensure equipment or instruments used have been properly checked, left clean and ready for use in accordance with the Infection Control Manual / hospital policies
- Report and take action on faulty equipment

Examples of equipment and machinery used:

- Very specialised
  - Manual defibrillator
  - Invasive monitoring equipment
  - Non invasive ventilation equipment
- Specialised



- Telemetry units

- Generic

- Defibrillator (AED)
- Arjo hoist – mobile and ceiling
- Weighing scales
- Bedpan washer
- Blood glucose and ketone testing machines
- Urine analyser
- Tympanic thermometer
- Infusion devices – Alaris Signature and Asena
- Portable and wall suction
- Portable and wall oxygen and air
- Electric beds
- Pressure relieving devices
- Fax machine
- Computer

- Maintenance of patient records

- Working knowledge of IT systems, e.g. PAS / PACS, Basic Word Processing

- Ensure own time sheet is completed

### **DECISIONS & JUDGEMENTS**

- Assess, plan, prioritise, implement and evaluate nursing interventions to meet patient needs both independently and taking into account input from other members of the multidisciplinary team
- Assess and evaluate patient condition to establish any change, report and act accordingly
- Analysis of patient condition and subsequent planning of programmes of care, taking action as required

### **Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

### **Health & Safety/Security**

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their



managers.

**Safeguarding**

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

**CARE**

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

**JOB DESCRIPTION AGREEMENT**

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

**Job Holder's name (please print)** .....

**Job Holder's signature:** .....

**Date** .....

**Line Manager's name (please print)** .....

**Line Manager's signature:** .....

**Date** .....



## JOB DESCRIPTION APPENDIX 1

### PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

#### Physical Effort

- Physical skills and dexterity for clinical procedures such as:
  - Venepuncture – daily
  - Cannulation – 2x week
  - Bolus intravenous drugs – daily
  - Intravenous infusions – 4-5 x week on average
  - Recording 12 lead ECG – daily
  - Insertion of urinary catheter – weekly
  - Insertion naso gastric tube – rarely ( 1-2 per year)
  - Assisting with insertion of temporary pacing wires, central venous catheters – 2-3 x month
  - Chest compressions – 2-3x year
- Walks / stands for long periods of time on every shift, 90% of time per shift.
- Kneels / crouches / bends / stretches to perform specific tasks, such as dressings; catheterisation; medicine rounds on every shift
- Movement of patients with the use of movement aids such as hoists, slide sheets daily
- Movement of equipment such as wheelchairs, patient trolleys, ECG machines, patient beds daily

#### Mental Effort

- Concentration required when undertaking:
  - Complicated drug calculations – daily 5-10 minute duration on each occasion
  - Administering Intravenous infusions / blood transfusion –daily 15–20 minutes duration on each occasion
  - Administering intravenous drugs e.g. Morphine – daily up to 30 minutes duration on each occasion
- Admission and discharge of patients such as:
  - Obtaining patient history – frequently of 1 hour duration
  - Recording observations – at least 1 hourly for 5minute durations
  - Compiling nursing records – frequently for 2 hour duration
  - Obtaining patients records – occasionally up to 1 hour duration
- Prioritise and manage patient caseload / care – daily, an on going process throughout the shift.
- Recording drug infusions – hourly 2-3 minutes per infusion
- Recording and interpreting 12 lead ECG – frequently of up to 15 minutes duration
- Observing telemetry channels – frequently plus recording observations 2 hourly for 4 minutes
- Patient handovers – 2 x daily up to ½ hour per patient.
- Observing cardiac monitors – up to 4 hours per shift intense observation
- Will be expected when experienced to carry out several tasks at one time switching between tasks throughout the shift.



- Subject to regular interruptions and demands from patients / carers / relatives / staff
- Concentration required when observing patient behaviour which may be unpredictable

**Emotional Effort**

- Frequently responds to emergency situations such as patient collapse, cardiac arrest
- Expected to care for terminally ill patients
- Support and care of patients / relatives following unwelcome diagnosis / prognosis
- Communicating with and supporting distressed / anxious / worried patients / carers / relatives / staff

**Working Conditions**

- Exposure to:
  - body fluids / excreta daily
  - hazardous substances such as cleaning fluids daily
  - unpleasant odours daily
  - infectious illness / conditions regularly
  - sharps, e.g. needles, syringes daily
  - hostility / verbal / physical aggression occasionally
- Disposal of clinical waste daily
- Frequent alarms contributing to a noisy environment on occasion.
- Frequent use of a visual display unit, e.g. to access patient blood results, patient information.

**AGREEMENT OF ABOVE DESCRIPTION**

I have read and agree with the above description.

**Job Holder's Name (please print)** .....

**Job Holder's Signature:** .....

**Date:** .....

**Line Manager's Name (please print)** .....

**Line Manager's Signature:** .....

**Date:** .....



**ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE**  
**WARD 9 / MEDICAL DIRECTORATE**  
**Registered Nurse**  
**PERSON SPECIFICATION**

<b>CRITERIA FOR SELECTION</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESIRABLE REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>	<b>LINK TO KNOWLEDGE &amp; SKILLS FRAMEWORK</b>
<b>QUALIFICATIONS</b>	Registered Nurse with Current NMC Registration	Mentor / preceptorship training  Ability to teach and assess	NMC Check CV Interview Pre-Employment Checks	
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Understanding of professional accountability Evidence of continuing professional education Current professional profile Awareness of the current issues in nursing Experience of working in an acute medical environment	Computer skills	CV Interview Portfolio	
<b>SKILLS &amp; ABILITIES</b>	Effective communicator Supportive team member Ability to assist with the implementation of change	Innovative practitioner	Interview Portfolio	
<b>PERSONAL ATTRIBUTES</b>	Ability and commitment to rotate on to nights Commitment to work as part of a small team Professional role model Motivated Flexible to meet the needs of the role		Interview	
<b>OTHER RELEVANT REQUIREMENTS</b>	A keen interest in the speciality A commitment towards quality in nursing Evidence of involvement in quality issues Satisfactory Police Check	Isle of Man Worker	Interview Portfolio Pre-employment checks Application	