

Isle of Man  
Public Service  
**Careers**



# **Registered Nurse - Acute Medical Ward**

Medicine, Urgent Care and Ambulance Service

## **Job Information**

Working together for the Isle of Man



**MANX CARE**

**JOB DESCRIPTION**

<b>Job Title:</b>	Registered Nurse
<b>Location:</b>	Noble’s Hospital Acute Medical Unit
<b>Accountable to:</b>	Divisional Manager
<b>Reports to:</b>	Senior Sister / Charge Nurse
<b>Pay Band:</b>	5
<b>Job Evaluation Reference No:</b>	0086v5/JE/16
<b>Organisation Chart:</b>	<pre> graph TD     A[Senior Sister / Charge Nurse] --- B[Sister / Charge Nurse or Team Leader]     B --- C[Registered Nurse - This post]     C --- D[Senior Health Care Assistant]     D --- E[Ward Clerk]     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, and safely transfer within the hospital/ organisation/ co-ordinate off island transfers /discharge patients or assist patients to a dignified death.

In the absence of the Senior Sister/ Charge Nurse/ Sister you will effectively and efficiently manage the resources available to care for patients on the shift. On the AMU you will co-ordinate patient admissions/ assessments, manage beds (out of hours/ weekends) in the absence of the bed manager, recognising the need to liaise with the division bleep holder/ Divisional Manager on call if a bed crises occurs, or in the event of an incident which is classed as moderate/



major as described by risk assessment policy.

Supervise junior Registered Nurses (RNs) 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 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 Division and the Organisation
- Following appropriate training/ competency assessment will be able to perform extended practices such as ECG recording, venepuncture, cannulation
- Ability to educate, supervise and assess junior RNs and HCAs
- Support bank and agency staff
- Attend, demonstrate and maintain competency in mandatory training subjects e.g. moving and handling, intermediate life support
- 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 Manx Care and Division policies and procedures relevant to your post
- Demonstrate effective use of time of self and others by prioritising workload/ patient care/ transfer and discharge
- Be able to listen and have interpersonal skills which allow for dealing with relatives, healthcare professionals through out the patients episode of care
- Ability to work using own initiative e.g. initiate patient assessment/ identify patients who need immediate medical assessment/ intervention, working within Nursing and Midwifery Code of Conduct, local policies
- Ability to work in a team, expected to take charge of a nursing team with guidance/ support/ training and supervision, manage discharging/transferring team and the admitting/ assessment 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 and safety of patients are paramount e.g. correctly identifying those patients whose conditions require immediate/ ongoing intervention
- Must not, by act or omission, endanger the safety of themselves or others and must report and document all untoward occurrences and incidents seeking support/ advice from senior staff



- 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 in accordance with the NMC and local policies
- 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, referred from e.g. Accident and Emergency/ General Practitioners/ Clinics. Ensure safe practice and maintaining high standards of patient care
- With adequate training and supervision be able to identify and manage the acutely ill patient and respond to changes in patient's condition and will seek support/ input from other members of the multi-disciplinary team accordingly
- Incorporate health education and health promotion within clinical practice through providing verbal and written information to patients / relatives / carers e.g. display boards/ leaflets, direct referrals to community services e.g. Drug and Alcohol Team/ Central referral Team/ Mental Health Team
- To maintain communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met by utilising verbal/ non-verbal, written skills
- To maintain communication with those who refer patients directly to the AMU e.g. General Practitioners, Ramsey District Cottage Hospital, Clinics in a manner which promotes effective working relationships
- Contribute to the effective discharge planning of patients through taking the lead for the nursing care e.g. ensuring that AMU discharge/ transfer paperwork is completed, relevant information is given to those receiving patients
- 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, and maintain professional registration
- Work within the agreed ward / division philosophy
- Work within Manx Care 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
- Contribute to the supervisory and peer review processes



- Participate in Professional Performance Review procedures, to enable continuous professional, personal and service development e.g. identifying gaps in own development and knowledge base, in agreement with PDR reviewer and budget constraints correctly identify how these can be met
- Maintain full and accurate clinical records and be aware of the legal implications of these documents
- 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 formal and informal training to ward staff (29 staff members)
- Contribute to the writing of shared guidelines/protocols for care e.g. contribute to the development of paperwork within the AMU
- Identify, collect and participate in the evaluation of information to support multi-disciplinary decision making e.g. patient assessment/ identify the need for input from other agencies and refer
- Undertake clinical audit in line with National/ organisational audit tools e.g. documentation audit, environmental audit
- 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 RN's, student nurses and HCA's to ensure that the needs of patients/ relatives are met
- Undertake transfer and discharge planning involving and co-ordinating other services such as Social services, District Nurses, Health Visitors
- Plan, organise and co-ordinate straight forward activities such as:
  - Ensuring safe staffing levels on a shift basis
  - Staff breaks
  - Staff movement
  - Telephone triage ( assessing the potential needs of patients coming to the AMU, identifying potential care needs, allocate staff/ bed/ inform medical staff/ members of the multidisciplinary team, access/ ordering healthcare records)
  - Initiate patient assessment
  - Bed management e.g. working to patient transfer times
- Support the planning and co-ordination of care for a group of patient's e.g. refer to Central Referral Team, ensuring records maintained contemporaneously, vital signs recorded as patients condition indicates

#### **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 e.g. have ability to ascertain relevant information regarding patients condition, reasons for admission, potential health risks ( Moving and handling, infection risk) prior to and after admission
- 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, Drug and Alcohol Team, Mental Health Team
- Expected to utilise verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors who may potentially be distressed / angry / confrontational e.g. be able to act in such a manner as to defuse, rectify and empathise and report to senior staff
- To maintain communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met e.g. through verbal/ non-verbal, interpreters, written

#### **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 and when delegating tasks/ duties/ responsibilities to junior staff ensure that skill/ knowledge base are appropriate and that they are competent/ capable
- Contribute towards preceptorship / mentorship of new staff and students in line with professional/organisational guidelines e.g. orientation/ induction of bank/ agency staff
- In the absence of the Senior Sister / Charge Nurse or Sister ensure safe staffing levels in order that patient needs are met and identify potential risks, notify appropriate senior staff
- Request bank staff with authorisation of Senior Management and maintain required documentation

#### **CLINICAL GOVERNANCE**

- Assist in the maintenance and monitoring of an acceptable environment for patients, staff and visitors reporting and taking appropriate action on hazards and faulty equipment e.g. take action i.e. remove faulty equipment, report to appropriate services within the hospital and ensure follow-up, if senior nurse is not on duty
- Comply with and participate in the Manx Care framework of Clinical Governance within your own ward, seeking advice or guidance where necessary e.g. attend risk management training, document and report accidents
- 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 Manx Care Complaints Procedure whilst following clinical guidelines for incident reporting
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act 2018
- 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
  - e.g. through formal/ informal training, working with senior members of staff

### **SYSTEMS & EQUIPMENT**

- Ensure accuracy is maintained in the ordering, storage and administration of medications in accordance with local hospital policy e.g. controlled drug policy
- Maintain agreed local/departmental stock levels, through ordering of stores, ensuring economic use of all resources
- Expected to co-operate with management to maintain safe systems and safe workplaces
- Ensure that before any equipment is used, adequate training/ knowledge has been acquired to enable safe use
- 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:

#### **Specialised**

- *Telemetry ( remote cardiac monitoring device, only used within the Medical Directorate)*
- Positive Pressure Room ( used by patients who have low immune systems / infectious risks)
- Bariatric bed/ hoist/ furniture

#### **Generic**

Be able to use safely and instruct junior staff in the use of e.g.

- Resuscitation Trolley which includes Heart Start defibrillator
- Major Incident trolley (contains equipment for use e.g. in the insertion of central venous catheters)
- Intravenous Infusion machinery
- Syringe Pumps/ Drivers
- Cardiac Monitor
- ECG machine
- 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



- Recognise own limitations in the provision of clinical care and identify the need to refer / consult with other health care professionals
- When in charge of the AMU there is a requirement for the following decisions/ judgements to be made:
  - Staff allocation/ bed management on unit and within directorate
  - Prioritise patient transfers/ bed allocation on admission and ensure admission process is followed i.e. inform medical staff, identify those with high priority care needs

**Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. 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 Manx Care policies relating to safeguarding.

**CARE**

In Manx Care 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:** .....

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

**Line Manager's name:** .....

**Date:** .....



Line Manager's signature: .....	Date: .....
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## 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: (ECG recording, Venepuncture, Cannulation, Intravenous Medication administration, blood glucose monitoring, urinalysis) every shift
- assist medical staff to insert chest drains, pleural tap
- Walks / stands for long periods of time on every shift
- Retrieving patients health care records from- medical records, clinics, secretaries offices – every shift
- Kneels / crouches / bends / stretches to perform specific tasks, such as dressings; catheterization; medicine rounds, direct patient care ( including bathing/ showering) on every shift
- Movement of patients with the use of movement aids such as hoists, slide sheets on every shift
- Movement of equipment such as wheelchairs, patient trolleys, patient beds, drug trolleys, food trolleys on every shift
- Transferring patients on beds to wards and other departments/ transferring conscious and unconscious patients from trolleys to beds every shift multiple times
- Mobilising patients who have reduced ability to walk independently frequently/ who are at risk of falls i.e. those with epilepsy, intoxicated, drug over-dose every shift
- Work in confined spaces e.g. single rooms/ bathrooms every shift
- Frequent cleaning of beds and equipment, multiple times every shift
- Regular admission of patients requiring bariatric care ( morbidly obese, equipment can take weights of up to 70 stones)

#### Mental Effort

- Concentration is required when checking documents/ case notes/ calculating drug doses, dispensing medicines, talking to patients/ relatives/ staff This concentration is subject to frequent interruptions throughout the shift to answer telephone, take patient details, check medication, answer queries from medical staff/ relatives, medical emergencies
- Required to concentrate in an environment which is unpredictable e.g. manage risk/ calculates drug dosages/ provide support and supervision for junior staff
- Arrange admission of patient/ allocate bed/ allocate staff/ co-ordinate medical input/ assessment and investigations, whilst participating directly in patient care
- Administering Intravenous infusions / blood transfusion on every shift



- Admission and discharge of patients such as:
  - Obtaining patient history
  - Recording observations
  - Compiling nursing records - on every shift
  - Preparing patients for transfer to other areas in hospital and off Island
  - Assessing and prioritising patient needs e.g. regarding level of care required when multiple admissions
  - Referral to outside services to enable safe discharge e.g. those requiring supervision for detoxification
- Prioritise and manage patient caseload / care
- Will be expected when experienced to carry out several tasks at one time switching tasks throughout the shift i.e. multiple admissions at same time
- Concentration required when observing patient behaviour which may be unpredictable – every shift

#### **Emotional Effort**

- Gives unwelcome/ distressing news to patients, relatives and staff of prognosis/ treatment/ transfer
- Takes lead role in emergency situations e.g. cardiac arrest in the absence of senior staff
- Cares for patients/ relatives with terminal illness/ long and short term
- Cares for patients whose death is sudden/ unexpected, and support relatives and junior staff during these events
- Deals with situations where patients/ relatives may exhibit challenging behaviours e.g. mentally and physically, emotionally demanding, patients who self harm/ attempt self harm within the unit
- Support junior staff through unit crises/ provide debriefing following traumatic events
- Patients frequently admitted with alcohol intoxication – need skills to diffuse potential volatile situations and persuasion skills.
- High numbers of patients admitted following attempts to self harm - need to have empathy, be sensitive, have a non-judgemental attitude, and have counselling skills
- High numbers of patients admitted with mental health problems- under mental health sections/ place of safety orders- require effective cross-discipline working for optimum care in the absence of senior staff
- Arranging transfers within the medical division/ hospice/ other wards within hospital/ in-flight transfers- need good negotiation/ organisational skills
- Frequent episodes where patients are critically unwell - requires skills to give concise/ calm instruction, be assertive, while maintaining a sense of order, where junior staff feel supported, in the absence of senior staff

#### **Working Conditions**

- Frequent unpleasant smells / odours, noise, body fluids, faeces, vomit, emptying bedpans and



urinals, catheter bags

- Handling of infectious material, lice and fleas, contaminated equipment / work areas, foul linen, hazardous substances such as blood, cleaning products, some drugs. Risk of needlestick injuries
- Unpredictable working environment- patients admitted via Accident and Emergency, MEDs, Clinics etc. – can be high numbers of patients admitted/ transferred/ discharged during each shift – patients illnesses fall within varying levels of dependency and severity of illness fluctuating between critically ill to stable
- No upper limits to the number of patients that can be seen/ assessed on the AMU during a shift/ 24 hours
- Unpredictable behaviour of patients/ relatives- due to their stress/ anxiety levels
- Use of computer on a daily basis
- Unsocial shift patterns

Because of the nature of the AMU any one/ or more of the above events can occur daily/ simultaneously

**AGREEMENT OF ABOVE DESCRIPTION**

I have read and agree with the above description.

**Job Holder's Name:** .....

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

**Date:** .....

**Line Manager's Name:** .....

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

**Date:** .....



**MANX CARE**  
**ACUTE MEDICAL UNIT / MEDICAL DIVISION**

**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	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	Computer skills	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>	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	Able to cope with potentially high pressured situations	Interview Portfolio Pre-Employment Checks	
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