

## **JOB DESCRIPTION**

**JOB TITLE:** REGISTERED NURSE – LEVEL 1  
**DEPARTMENT:** CLINICAL SERVICES  
**ACCOUNTABLE TO:** MATRON/ IN-PATIENT SERVICES

### **JOB SUMMARY/PURPOSE:**

- To actively function as 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.

### **OBJECTIVES AND ACCOUNTABILITIES**

#### **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 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.

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- 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 The Horder Centre.

### **GENERAL**

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

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- To take every opportunity to maintain and improve knowledge and professional competence, in line with the appropriate professional body or as agreed at the annual Individual Performance Review.
- Not to disclose any confidential information about The Horder Centre (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of The Horder Centre.
- To ensure compliance with all The Horder Centre's Guidelines.

*This job description is intended to reflect, and outline, the responsibilities of the postholder which may change over time with the business needs of The Horder Centre. It will therefore be subject to annual review, in accordance with the annual individual performance review, and in consultation with the employee.*

February 2007