



## Cygnets Health Care

### Job Description

**Job Title:** Bank Staff Nurse

**Grade:** RMN

**Reports to:** Clinical Team Leader

**Accountable to:** Ward Manager

#### **Job Summary:**

Under the overall direction of the Clinical Team Leader, maintain high standards of patient care. Be professionally responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care.

#### **Principle Responsibilities:**

##### **Clinical**

- Professionally responsible for setting, monitoring and developing high standards of individualised patient care. Ensure that each patient has a plan of care and a Risk Assessment and that these are evaluated and updated as necessary.
- Fulfil the role of a Named Nurse for a caseload of patients.
- Contribute to the establishment of effective communications.
- Ensure the effective recording and communication of all information relating to patient care.
- Professionally responsible for the ordering, security, stock control and safe administration of medicines.
- Ensure that patients attend on time when appointments are made for specialist departments and prior to arrival are physically and mentally prepared.
- Ensure that requests and specimens for pathological investigation are obtained and delivered in accordance with agreed policy.

##### **Administration**

- Responsible for maintaining a safe ward environment in accordance with Health and Safety legislation.
- In the absence of a more senior nurse deal with admission enquiries according to the unit policies and procedures.
- As directed, order stocks and supplies and monitor their storage and utilisation.
- Ensure that agreed systems which support the effective maintenance and functioning of all ward equipment and services are operating effectively.

- Maintain and provide accurate and up to date statistical records on patient numbers and bed/facility usage.
- Report and record, promptly and accurately, all unusual and untoward occurrences, incidents, complaints etc., and submit reports relating to such incidents on request.
- As required take part in Clinical and Organisational Audit.
- Professionally responsible for ensuring that current Mental Health Act Legislation is known and understood by patients and staff and that the requirements are adhered to at all times.
- Ensure that staff and patients are aware of the Hospital's Fire Policy.
- Ensure that all nursing staff operates within the confines of the administration Policies and Procedures Manuals.
- Ensure that steps are taken to record and, as determined by the patients' state of mental health, take action to ensure the safekeeping of patient's property and valuables.

### **Personnel**

- Be aware of the clinic's procedure for disciplinary action and when required act within the disciplinary guidelines.
- Assist the Ward Manager in the establishment and maintenance of high morale within the ward setting.
- Act at all times as a positive promoter of the Hospital's aims and objectives.
- Participate fully in welcoming, receiving and escorting visitors to the Hospital and at all times deal in a confidential, tactful, considerate and courteous manner with all enquiries.
- Be personally responsible for maintaining professional registration with the Nursing and Midwifery Council. (NMC). Failure to produce evidence of periodic registration on time may lead to regarding/dismissal.

### **Education**

- Share nursing skills and knowledge with others on a formal basis by contributing to Conferences/Seminars.
- Personally attend and encourage others to attend relevant hospital-based clinical teaching sessions.
- Take necessary steps to keep abreast of the changing professional scene in nursing.
- Be prepared to undertake additional training which will lead to an improved ability to meet the educational demands of ward nurses and, where appropriate, student nurses.
- Remain up to date with clinical developments in accordance with PREP requirements.

### **Research**

- Undertake research where necessary and publish results in relevant nursing journals following consultation with the Clinical Director.
- Update own knowledge by reading relevant research articles.