

# Registered Nurse

Standard person specification & Job  
Description

## Standard person specification for a Registered Nurse

Entry Criteria	Essential	Desirable	Assess by
Qualifications	Registered Nurse		A
Eligibility	<p>Eligible for full registration with the NMC at time of appointment. Evidence of</p> <ul style="list-style-type: none"> <li>• Delivery of good clinical care</li> <li>• maintaining good nursing practice</li> <li>• good relationships and communication with patients</li> <li>• good working relationships with colleagues</li> <li>• good teaching and training</li> <li>• professional behaviour</li> </ul> <p>Eligibility to work in the UK.</p>		A, HS
Fitness To Practise	Applicant's knowledge is up to date and fit to practise safely		A, R, HS
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication with multi disciplinary professionals, patients and colleagues, which could be demonstrated by one of the following:</p> <ul style="list-style-type: none"> <li>• applicants have undertaken Registered Nurse training in English</li> <li>• applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to NMC specialty training programmes.</li> </ul> <p>If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence (see notes).</p>		A
Health and Character	Meets professional health requirements (in line with NMC Guidance on Professional Conduct)		A, P, HS
Application Completion	<b>ALL</b> sections of application form <b>FULLY</b> completed		A
Clinical skills	<p><b>Relevant specialty clinical knowledge:</b> capacity to apply sound clinical knowledge relevant to the job, specialty <i>knowledge exam</i>.</p> <p><b>Clinical judgement:</b> experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.</p> <p><b>Practical skills:</b> shows aptitude for practical skills, required in the job.</p> <p>Proven ability to work effectively <b>in different clinical settings</b> required in the job.</p>		A, P, C, I, R
Specialty specific skills related to the post	Essential specialty specific competences for any post should be discussed when accepting a temporary or permanent position here along with required evidence.		A, P, C, I, R
Commitment to clinical governance / improving quality of patient care	<p><b>Clinical governance:</b> Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors.</p>		A, I

## Registered Nurse: standard person specification

Entry Criteria	Essential	Desirable	Assess by
<b>Communication skills</b>	<p><b>Effective communication skills:</b> demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.</p> <p><b>Empathy and sensitivity:</b> capacity to listen and take in others' perspectives.</p> <p><b>Works in partnership with patients:</b> always considers patients preferences when discussing treatment options.</p> <p>Always considers the full impact of clinical decisions on the patients, Practice shared decision making. Directs and supports patients to access the information they need to support decision making.</p>	360° feedback	A, I, P
<b>Personal skills</b>	<p><b>Team working:</b> demonstrated experience working in a team, values the input of other professionals in the team.</p> <p><b>Managing others &amp; team involvement:</b> capacity to work co-operatively with others and demonstrate leadership when appropriate. Capacity to work effectively in multi-professional teams.</p> <p><b>Coping with pressure:</b> capacity to operate under pressure. Demonstrates initiative and resilience to cope with setbacks &amp; adapt to rapidly changing circumstances.</p> <p><b>Problem solving &amp; decision making:</b> capacity to use logical/lateral thinking to solve problems &amp; make decisions.</p> <p><b>Organisation &amp; planning:</b> capacity to organise oneself and prioritise own work. Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.</p> <p><b>Flexible approach to work:</b> able to adapt and work with employers to deliver improved patient care.</p> <p><b>Equality and diversity:</b> promotes equality and values diversity</p>	<p><i>Demonstrates skills needed for effective delegation within the team: 360° feedback</i></p> <p><i>Driver with a valid license (desirable but not essential)</i></p>	A, I, R
<b>Probity</b>	<p><b>Professional integrity and respect for others:</b> capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues.</p>		A, I, R
<b>Commitment to ongoing professional development</b>	<p><b>Learning and personal development:</b> demonstrates interest in the specialty required for the job. Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.</p> <p>Demonstrates a willingness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback.</p>	<p><i>Extracurricular activities / achievements relevant to the job</i></p>	A, I, P

**Key:** A=application form, HS=pre employment check and health screening, I=interview, P=portfolio, C=other documented evidence e.g. certificate, exam, R=references, *Italics*=recommended but not essential

## Standard Job Description for a Registered Nurse

**Job Title:** Registered Nurse **Report To:** Carefree 247's Client  
**Accountable To:** Company Director **Responsible To:** Branch Manager

### Scope

To ensure that service users receive safe, individualised and effective standards of nursing care. To work with and alongside the client's team of nursing and caring staff whilst on duty and to act as ambassador for Carefree 247.

### Key Responsibilities & Duties

#### Clinical

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- To provide high standards of skilled nursing care to service users based on each individual's needs in consultation with the client's team of staff.
- To assist with the assessment, planning, implementation and evaluation of nursing care for service users and their families.
- To assist with the re-assessment of a service user's needs and re-evaluation of their individualised care package – adapting and prioritising planned care appropriately.
- To promote effective communication within the client's team and that within Carefree 247.
- To ensure that all written documentation adheres to the client's policies and procedures, Nursing and Midwifery Council guidelines and that of Carefree 247's.
- Adhere to the client's and Nursing and Midwifery Council's medication procedures.

#### **Managerial** – (when in charge of a shift)

- Ensure effective and efficient use of the client's resources.
- Provide leadership to all members of staff, promoting effective teamwork, whilst maintaining a positive approach to achievement within the team.
- Where required by the client, be responsible to ensure that the premises have the appropriate numbers and skill mix of staff for the dependency level of the service users being cared for over the next 24 hours.
- Liaise with management.
- Ensure adequate provision and maintenance of equipment and resources for the next 24 hours

#### **Professional**

- Work at all times and be conversant with the Nursing and Midwifery Council Code of Professional Conduct.
- Adhere to both Carefree 247's and the client's policies and procedures.
- Carry out duties at all times with due regard to Carefree 247's equal opportunities policy.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for service users, visitors and staff whilst you are on duty under the Health & Safety at Work Act 1974.
- Ensure that duties are carried out to the highest possible standard whilst representing Carefree 247, to include additional duties required from time to time (within reason).
- All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act (1998).
- Partake in quality assurance audits, inspections and training and development requirements.
- Adhere to Carefree 247's uniform and hygiene code.
- Ensure service users are treated with the dignity and respect that they deserve at all times.
- Ensure any grievances or areas of concern are reported to the Branch Manager within 48 hours of their occurrence.

#### **Educational**

- Ensure that the nursing care given reflects current research findings through the development of your own personal knowledge base.
- Provide support and leadership to junior members of the team.
- Undertake professional development activities, to include self appraisals and performance reviews.



## *Registered Nurse: standard person specification*

- Adhere and partake in mandatory and any further training requirements as specified by Carefree 247
- Be responsible for the maintenance of your own registration with the N.M.C. and provide updated copies upon renewal to the Registered Manager on an annual basis.

**Note:** This job description is by no means exhaustive but covers the basic duties and responsibilities you are required to carry out on a day to day and weekly basis and may be superseded at any time in line with development changes of the company and your own personal development. This job description is in addition to your terms and conditions of employment with Carefree 247.