**CYGNET HEALTH CARE**

**CYGNET XXXXXXX**

**JOB DESCRIPTION**

**JOB TITLE: Bank Nurse**

**RESPONSIBLE TO: Team Leader**

**Job summary:**

* Undertake a range of clinical duties, which contributes to the provision of high quality care for patients
* Comply with all Cygnet Health Care policies and procedures
* Comply with professional and legal standards for nursing practice
* In the absence of the Team Leader take on the duties of nurse in charge

**Clinical Practice:**

* Ensure Cygnet clinical policies and procedures are compiled with, and where appropriate, local protocols are implemented
* Adhere to standards laid down in the NMC Code of Professional Conduct, including accountability, confidentiality, the administration of medicines and clinical record keeping
* Contribute to the promotion of innovative and contemporary practice, ensuring skills and knowledge is kept up to date with recent advances in clinical practice
* Undertake Named Nurse responsibilities for a number of patients, as agreed with the Team Leader
* Ensure assessments of risk and care needs are undertaken, in respect of all patients for whom you act as Named Nurse
* Ensure a plan of care and risk management is carried out to meet the needs of the patient and that these are reviewed and evaluated regularly
* Communicate effectively with the clinical team to ensure the patients' needs are met
* Act in such a way as to uphold the rights of the patient
* Communicate with relatives/carers in accordance with local protocols ensuring the plans of care/aftercare needs are communicated effectively
* Develop and maintain positive relationships with outside agencies and communicate the aftercare needs of patients effectively
* Act at all times in a manner, which promotes a positive image of the Cygnet Hospital Harrogate and Cygnet Health Care

**Management:**

* Take charge of ward in absence of the Team Leader

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* Utilise non-qualified staff, within the limitations of the Nursing Assistant role and individual level of competence, to ensure the efficient running of the ward
* Undertake the ordering of equipment and supplies under the direction of the Team Leader ensuring such supplies are used in a cost-effective way
* Be familiar with local agreement for levels of staff, and bring to the attention of the Team Leader any concerns regarding the deployment of staff
* Deal with enquiries and requests for information in accordance with Cygnet policy and protocols

**Health and Safety:**

* Comply with Cygnet policy for Health and Safety; advise and supervise junior staff in respect of their compliance
* Bring Health and Safety issues to the attention of the Team Leader
* Identify and report equipment and facilities, which require maintenance in accordance with Cygnet policy for the Maintenance of Equipment, Management of Estates and local protocol
* Ensure Cygnet policy for the Control of Infection is complied with in all respects
* Report all accidents and incidents in accordance with Cygnet policy

**Training and Development:**

* Facilitate and participate in opportunities provided for training and development as requested
* Cooperate with the procedure for performance appraisal including the identification of training needs
* Attend statutory and mandatory training as arranged
* Recognise own training and development needs and demonstrate commitment to ensure these are met
* Make use of information available to maintain an awareness of contemporary trends in mental health care
* Undertake additional duties that contribute to patient care and the effective working of the unit, upon reasonable request of senior staff

**This job description will be reviewed periodically, in the light of business/professional development, in consultation with the post holder.**

Signed: Print: Date:

Employee

Signed: Print: Date:

Cygnet Healthcare

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