

Registered Nurse Degree Apprenticeship – Full Course

Job Description & Person Specification

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Registered Nurse Degree Apprenticeship – Full Course (4 years)

Division – Trustwide

Department - Trustwide

Band – Band 3 (Increase to Band 4 following successful completion of second year of study)

Location – Trustwide

Annual leave – Up to 33 days dependant on NHS Service

Hours – 37.5 per week to be worked over a flexible roter which include a 24-hour service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

This is a developmental role. Registered Nurse Degree Apprentices (RNDA's) will work towards the progression into the post of a Registered Nurse through successful completion of the RNDA which includes the attainment of a level 6 BSc (Hons) Degree. Registered Nurse Degree Apprentices will develop and maintain knowledge, skills and competencies related to the role of a nurse within a variety of health and care settings.

The Registered Nurse Degree Apprenticeship programme combines academic and work-based learning through collaboration between employers and education providers. RNDA's will be employed by UHBW but will work in a range of settings in order to gain wider experience across a range of health care settings.

The role is physically demanding and can include standing for prolonged periods, moving and handling patients and equipment and other healthcare related tasks. We welcome applications from all candidates and will make reasonable adjustments to accommodate your working life experience with the organisation.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

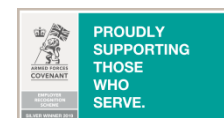
A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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Main Duties and Responsibilities

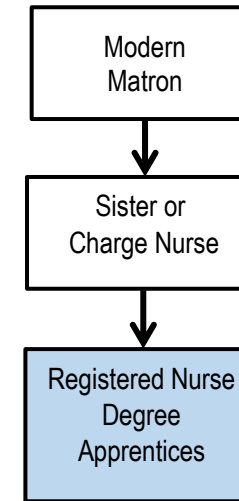
Clinical responsibilities – Individual's care

The following list is indicative as tasks and responsibilities will vary depending on the care setting where the Registered Nurse Degree Apprentice is working

The Registered Nurse Degree Apprentice will:

- Abide by the principles of the NMC code
- Work within their competency with set skills and learning objectives to be met.
- Maintain a safe working environment.
- Develop understanding of all elements of leading the nursing process in the on-going assessment, planning, management and evaluation of care
- Support individuals with all aspects of care including personal care and promoting well-being, activities of daily living, providing person-centred care and promoting health to prevent ill health and independence through awareness raising and care navigation to other professionals as appropriate
- Following appropriate training, perform and record escalation of a patient's condition (s) including deteriorating patients: recognition & management (Pulse oximetry, Temperature, BP (including manual BP) O2 Saturations, Respiratory rate, basic cardiac monitoring) NEWS 2/PEWS (if applicable)
- Undertake clinical skills relevant to service delivery following appropriate training and competency assessment set by the NMC Standards of Proficiency.
- Accurately assess and record nutritional and fluid intake to monitor and review assessment tools such as Risk assessments - MUST score - Malnutrition Universal Screening Tool/SSKINs screening tool - Skin, Surface, Keep Moving, Incontinence, Nutrition and Hydration
- Ensure the privacy, dignity and safety of individuals is always maintained
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.
- Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns of self harm/suicidal ideation to the appropriate registered care professionals
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered

Organisational Structure



Key Relationships

Clinical:

Ward / Department manager (Band7), Registered Staff Nurses (Band 6&5), Healthcare Support Worker, support staff, Clinicians and other Health Care Professionals within the multi-disciplinary team

Academic & Placement:

Practice Placement and Development Team, Practice Assessors, Practice Supervisors and Academic Assessor and fellow trainees.

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- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
- Assist in the delivery of complex care as outlined by the Practice Assessor or Practice Supervisor
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
- Develop skills in relation to coaching/teaching individuals/carers/other staff
- Assist with the implementation and monitoring of clinical standards and outcomes
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Demonstrate good understanding of principles of different types of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
- Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required

Policy and service development

The Registered Nurse Degree Apprentice will:

- Promote health and safety maintaining best practice in security and preventing ill health
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

Planning and organisation

The Registered Nurse Degree Apprentice will:

- Plan and manage competing demands of job role, study and placement activities
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals

- Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans

Communication and relationships

The Registered Nurse Degree Apprentice will:

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is always treated sensitively and adhere to the principals of confidentiality
- Report any accidents or incidents and raise any concerns as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- Ensure ability to manage electronic records system understanding the need to protect access (ID, passwords, swipe cards)
- Raise concerns with regards to risk, danger, malpractice or wrongdoing by following the Trust Whistleblowing policy and supporting processes.

Analytical and judgmental skills

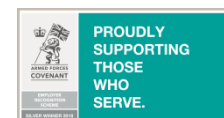
The Registered Nurse Degree Apprentice will:

- Exercise personal responsibility and work under supervision of a Registered Nurse and within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of an Apprentice Nurse.
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability.

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Freedom to Act

The Registered Nurse Degree Apprentice will:

- Work within the organisational policy, procedures and guidelines
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person

Health and Safety/Risk Management

The Registered Nurse Degree Apprentice will:

Is responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This always includes complying with UHBW policies, including Health and Safety policies, in particular by following agreed safe working procedures, and reporting incidents using the Trust Incident Reporting system

Infection Prevention and Control

The Registered Nurse Degree Apprentice will:

Must always comply with the Trust Infection Control policies, in particular by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

Equality and Diversity

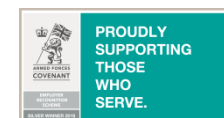
The Registered Nurse Degree Apprentice will:

Comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Demonstrate the ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team (E)
- Demonstrate the ability to work on own initiative (E)
- Experience of caring for sick patients in a variety of health care settings (E)
- Self directive approach to planning own learning objectives and obtaining evidence for the NMC learning proficiencies and professional values (E)
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals (E)
- Good IT skills (E)
- Have experience of working with others and alongside others and demonstrate transferable skills (E)
- Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice (E)

Skills and Abilities

- Demonstrate excellent IT, verbal and written communication skills (E)
- Show motivation and commitment to make the most of this learning opportunity and develop a passion for excellence in care (E)
- Demonstrate an ability to communicate with a wide range of people remaining courteous, respectful and helpful at all times being mindful that there may be barriers to communication and understanding (E)
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust (E)
- Demonstrate excellent personal qualities of being genuine, non-judgemental and respectful and with the ability to demonstrate warmth and empathy towards patients in the provision of care (E)
- Have an ability to deal with non-routine and unpredictable nature of the workload (E)
- Have an ability to move between sites working across health and social care as required by the needs of the development apprenticeship programme (E)

Aptitudes

- Supportive
- Respectful
- Innovative
- Collaborative

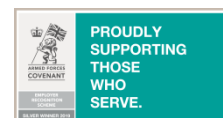
Qualifications and Training

- GCSE in English and Maths at level C/4/5 or above (or equivalent) (E)
- Level 3 main qualification, such as an NVQ/BTEC/A-Level(s) (E)
- Satisfactory pre-employment checks (Occupational Health and DBS Clearance and References) (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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