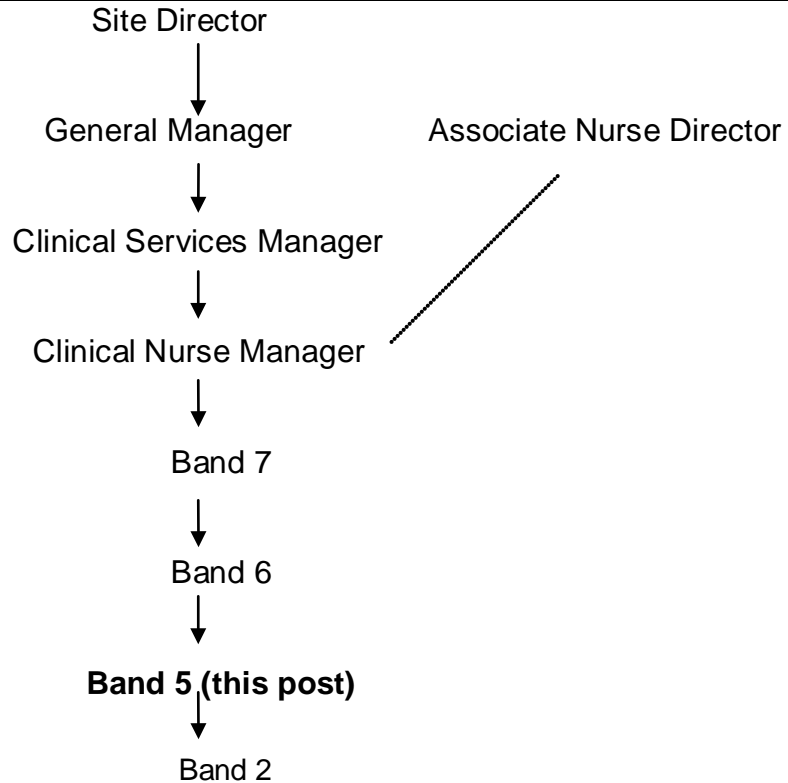


JOB DESCRIPTION
BAND 5
WESTERN GENERAL HOSPITAL
(ROYAL VICTORIA BUILDING)

1. JOB IDENTIFICATION
Job Title: Staff/Registered Nurse - Band 5 Responsible to Ward Manager – Band 7 Department:: Ward 73 Directorate: Medicine of the Elderly, Western General Hospital Operating Division: Lothian Hospitals Division Job Reference: RVH340 No of Job Holders: 17.23 WTE Last update: March 2012
2. JOB PURPOSE
As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of care plans and the implementation and evaluation of these, ensuring the delivery of high quality care to patients. The post holder has responsibility and accountability for maintaining both clinical and staff governance.
3. DIMENSIONS
The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope. The post holder will have junior staff/learners reporting to them on patient care. The post holder will supervise junior members of staff, learners, patients and carers. The post holder's primary post will be within a 26 single bedded clinical area.

4. ORGANISATION POSITION – Surgical Division



5. ROLE OF DEPARTMENT

Ward 73 is a 26 single bedded Rehabilitation ward for elderly patients, specialising in looking after Orthopaedic rehabilitation patients, those with difficult wounds and those having fallen. Patients are accepted from Orthopaedic wards at RIE and Ward 70, Royal Victoria Building (RVB). Occasionally other RVB wards.

During the patient's stay, patients shall be assessed by the multi-disciplinary team and prescribed treatment. They receive nursing, paramedical and medical interventions.

To provide a high quality, safe and supportive environment in order to care for patients within Medicine of the Elderly meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

Professional

Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct.

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

Clinical

Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care.

Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.

Work within the defined policies, procedures, standards and protocols of the Ward, Department Directorate and Division and report outcomes to senior nursing staff to enable monitoring of standards of care.

Organise own workload to ensure that the interests of patients/clients are met.

Participate in clinical audit and research as required.

Develop and maintain a sound knowledge base and practice relevant to the clinical setting.

Managerial

Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.

Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.

Supervise junior staff/learners and act as a source of advice to ensure their educational needs are met.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.

Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as division policy.

Participate in orientation and appraisal of junior colleagues and learners.

Education

Demonstrate a commitment to personal continuing professional development and actively participate in professional personal development plans.

Participate in teaching programmes, mentoring of junior colleagues and learners.

7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area, however, may not have daily clinical involvement.

Generic	Specialised	Very Specialised
Television Bedside Unit	Hoists – Encore, Max/Arjo	Bladder Scanner
Fridge	Bath hoist	Cardiac Monitor
Ice Machine	Infusion devices – Alaris, Asena, Graseby	3 & 12 lead Electrocardiograph
Nursing Call System	Blood Pressure Machine	Central Venous Pressure Monitoring
Database/Computers	Glucometer	Nebuliser
Fire Equipment	Suction Equipment	BiPAP
Pat Slides	Nimbus Pressure Mattress	Intubation Equipment
Supreme 104 Water Boiler	Enteral Feeding Pump	Respiratory Rate Monitoring
Walking Aids	Humified Therapy	Intubation equipment
Oxygen Cylinders	Non Invasive Ventilator	Roam Alert
Raised Toilet Seats	Defibrillator – semi-automatic & manual	Epidural pump
Glide Sheets	Pulse Oximeter	End Tidal CO2 monitoring
X-ray boxes	Repose Boots	
Electrically controlled chair/bed	Shower Chairs	
Wheelchairs	Weighing scales	
Trolleys	Syringe Drivers	
Fax machine		
Samhall Turner		

7b. SYSTEMS

Maintenance of patient records.
 Patient administration system.
 Human Resource administration system – update training template.
 APEX Laboratory System – results of specimens.
 DATIX Intranet – to report incidents.
 Internet/Intranet for both work and personal use.

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the Ward Manager who will provide clinical guidance, professional management, work review and formal appraisal of performance.

The Ward Manager or Deputy will assign workload; however, the post holder will have responsibility for managing their defined workload within their professional body.

9. DECISIONS AND JUDGEMENTS

Analysis and assessment of patient condition to establish the continuing care plan.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area.

Maintaining up-to-date clinical skills and knowledge.

Addressing the equality and diversity needs of patients and staff.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communication with the Senior Nurse/Ward Manager regarding patient condition, workload issues and personal development.

Communication with other relevant departments, which will include Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education Departments, Health and Safety regarding issues in clinical area and personal development.

External:

Social Services regarding patient discharge.

Scottish Ambulance Service regarding patient transport.

Community Health Practitioners regarding patient care.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Placement of naso-gastric tubes.

12-lead ECG's

Intravenous cannulae/venepuncture.

Intravenous additives.

Blood glucose monitoring.

Intermediate Life Support.

Physical Demands

Patient movement with use of mechanical aides, manoeuver patients

Push trolley's wheelchairs.

Stand/walking for the majority of shift.

Activities of daily living.

Ergonomics.

Escort patients both within and outwith the Western General site.

Mental Demands:

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.

Concentration required when observing patient behaviours, which may be unpredictable.

Time management.

Communication difficulties (multicultural, deaf, blind).

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives

Communicating complex issues with the multidisciplinary team.

Caring for terminally ill

Caring for patients and relatives following receipt of bad news.

Personal/interpersonal stressors.

Spiritual care of patients and colleagues.

Working Conditions:

Exposure to body fluids several times each shift.
Exposure to verbal aggression high frequency.
Temperature/air quality of working environment
Ergonomics.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO JOB

First Level Registered Nurse (Adult).
Evidence of team working skills with ability to work using own initiative.
Effective listening and interpersonal skills.
Time management skills/ability to prioritise workload.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by
Each jobholder to whom the job description applies

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

NHS Lothian

Post: Band 5 Staff/Registered Nurse

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<ul style="list-style-type: none"> •Team player •Flexible •Excellent Communication skills •Commitment to high standard of care •Compassionate •Comfortable working in a multidisciplinary team environment 		A, I, R
Qualifications and Training	<ul style="list-style-type: none"> •RGN with current NMC registration •Knowledge of NMC Guidelines •Current Best Practice 	<ul style="list-style-type: none"> • Previous nursing experience, • Evidence of Continuous Professional Development • Commitment to ongoing Education/Training • Updated and active EKSF 	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none"> •Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse. • Understanding of equality & diversity and how to apply it to self. • Understanding of NMC Code of Practice and requirements of it • Effective experience from student placements. 	Previous nursing experience in relevant speciality would be beneficial	A, I
Skills and/or Abilities	<ul style="list-style-type: none"> •Demonstrates effective nursing practice in all basic registered nurse procedures. • Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times. • Able to prioritise own workload and that of others as appropriate. • Able to work under own initiative within boundaries of role. 	<ul style="list-style-type: none"> •ECG •Venapuncture •Cannulation •IT Skills •Enthusiasm to learn and develop 	A, C, I, R

	<ul style="list-style-type: none"> • Demonstrates awareness of importance of working as part of a team. • Demonstrates awareness of research-based practice. • Demonstrates ability to maintain confidentiality at all times. • Demonstrates awareness of audit and quality issues and able to apply this. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed. • Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team. • Motivated, and able to articulate reasons for desire, to work in this clinical area. • Able to supervise HCSW and students effectively when required • Willing to work in other clinical areas as and when required 		
Specific Job Requirements	<ul style="list-style-type: none"> • Involves direct contact with body fluids, on a number of occasions per shift. • Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc • Involves risk of verbal aggression from patients & relatives 	Other non health care experience that would add to life skills to undertake job	A, I, R

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References