

**JOB DESCRIPTION**  
**BAND 5**  
**ROYAL VICTORIA BUILDING – WESTERN GENERAL HOSPITAL**

**1. JOB IDENTIFICATION**

Job Title: Staff Nurse - Band 5

Responsible to: Senior Charge Nurse – Band 7

Department: Ward 74

Directorate: Medicine of the Elderly - Royal Victoria Building, Western General Hospital

Operating Division: Lothian University Hospitals Division

Job Reference:

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 programmes care plans and /or the implementation and evaluation of these, ensuring the delivery of high quality care to patients.

In the absence of the Ward Manger or Deputy Ward Manager take charge of the clinical area to ensure effective operation of the Ward/Department.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

**3. DIMENSIONS**

Primary Post:

The post holder will work within the Medicine of the Elderly Directorate based in the Royal Victoria Building within the Western General Hospital site.

In the absence of the Ward Manager the post holder has management responsibility for a 26 single bedded area.

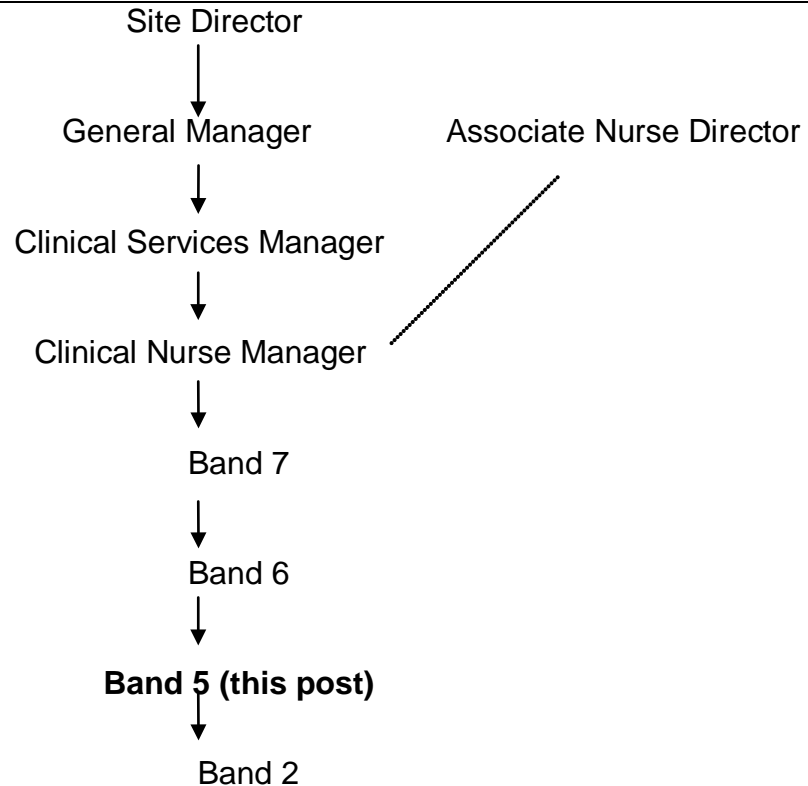
The post holder will have junior staff reporting to them (registered/non registered nurses and learners), who will also require supervision.

The post holder is not responsible for managing the budget, but needs to be aware of the resources available and the need to remain within the financial envelope.

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



#### 5. ROLE OF DEPARTMENT

Ward 74 is a 26 single bedded, Acute Medicine of the Elderly Ward, which accepts patients from Acute Receiving Unit, and other wards at WGH.

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 care plans for patients to ensure delivery of a high standard of care.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to and delivery of a high quality service.

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.

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

In the absence of the Ward Manager/Deputy Ward Manager, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

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

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

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

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

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

Participate in orientation and appraisal of junior colleagues and learners.

Education

Undertake teaching of registered and non-registered nursing staff, including pre and post registration students, and participate in the implementation of staff personal development plans to facilitate ongoing development.

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.

Lead, motivate, develop and support the nursing team, utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff are met.

**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.

<b>Generic</b>	<b>Specialised</b>	<b>Very Specialised</b>
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	Roam Alert
Pat Slides	Nimbus Pressure Mattress	End tidal CO <sup>2</sup> Monitoring
Supreme 104 Water Boiler	Enteral Feeding Pump	Intubations Equipment
Walking Aids	Humified Therapy	Respiratory Rate Monitoring
Oxygen Cylinders	Non Invasive Ventilator	Epidural Pump
Raised Toilet Seats	Defibrillator – semi-automatic & manual	
Glide Sheets	Pulse Oximeter	
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 record

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 guidelines.

## **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to make clinical and professional autonomous decisions on a daily basis.

Provide clinical and professional advice to the multidisciplinary team.

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

Work within one's own limitations.

## **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.

Motivate and empower junior staff.

Addressing the equality and diversity needs of patients and staff.

In the absence of the Ward Manager/Deputy Ward Manager take charge of the clinical area to ensure the effective operation of the ward/department.

## **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.

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

Communicate with other relevant departments, which will include Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education Departments, Health and Safety and Risk Management 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. Continued**

12-lead ECG's

Intravenous cannulae/venepuncture.

Intravenous additives

Blood Glucose monitoring

Intermediate Life Support

Semi-automatic Defibrillator

Continuous Positive Airway Pressure Management.

Advanced maintenance of patient's airway (Ambu-Bagging).

Tracheostomy Care.

Trained and Competent in Core Competencies.

**Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre 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).

Developed leadership skills.

Developed responsibility skills.

**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.

**12. Continued**

**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.

Evidence of further education/continuous Professional Development.

**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:

Date:

Head of Department Signature:

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



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