

JOB DESCRIPTION

Staff/Registered Nurse - Band 5 – Regional Infectious Diseases Unit (RIDU) In Patients - WGH

1. JOB IDENTIFICATION

Job Title: **Staff/Registered Nurse - Band 5**

Responsible to: Ward Manager Band 7

Department(s): Regional Infectious Diseases Unit (RIDU) – Ward 42 & 43

Directorate: Infectious Diseases

Operating Division: NHS Lothian University Hospitals Division

Job Reference: U-MD-IDG-042-NUR3

No of Job Holders: 11

Last Update: 9th May 2016

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the Charge Nurse 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's primary post will be within a 31 single cubicle bedded clinical area.

In the absence of the ward /deputy ward manager the post holder has management responsibility for 31beds and the nursing staff in a single cubicle infectious disease setting.

The patient group consists of Highly Infectious Patients – with both air borne and blood borne diseases.

Key staff, which the post holder will interact with, includes Clinicians, Management, Support Services, Social Services, and Education Staff, Health and Safety and Risk Management.

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.

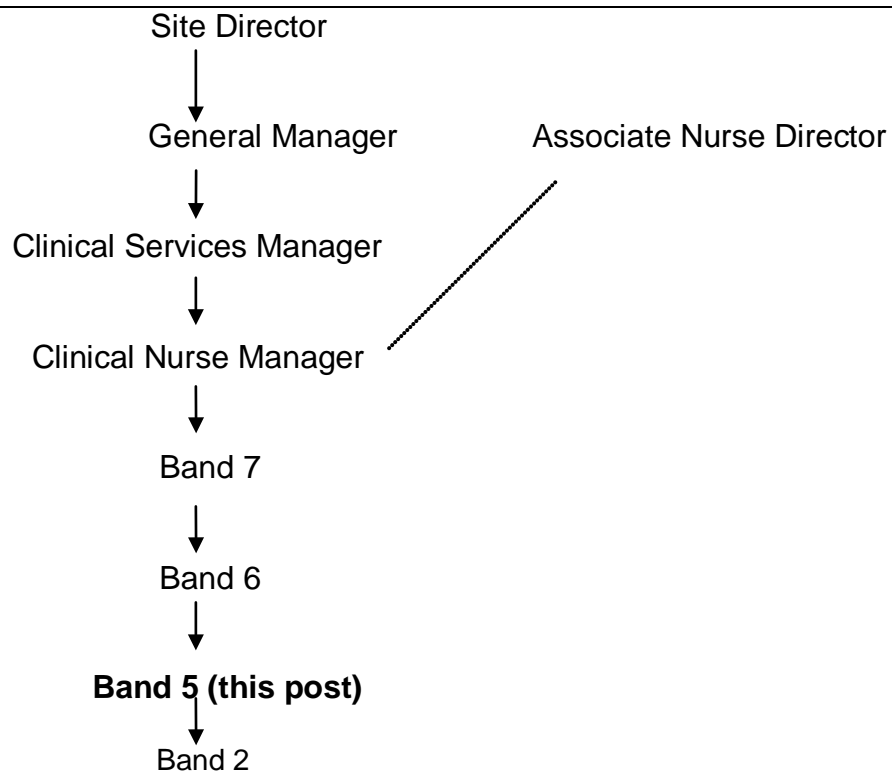
The post holder will have junior staff reporting to them (registered nurses/non-registered nurses and learners), who will also require supervision.

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.

Generic overall:

The post holder may be required to work within any of the Lothian Acute Services pertaining to their field and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital, Royal Victoria Hospital, Liberton Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Regional Infectious Diseases Unit for Lothian, Fife, Borders and other areas.

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

Direct acute admissions 24 hours referred via GP, A+E, and ARU e.g. Meningitis, SARS, MERs, Viral Haemorrhagic Fever, Ebola, highly infectious blood borne viruses (HIV, HepB, HepC), TB and Hepatitis and other sexually transmitted infections.

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 Charge Nurse/Deputy Charge Nurse, take charge of the department for the management of the daily responsibilities, including bed status, 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.

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.

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 Performance Review/appraisal.

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		
Generic	<u>Specialised</u>	<u>Very Specialised</u>
Television Bedside Unit	Hoists – Encore, Sara, Maxi/Arjo	ECG Machine
Fridge	Genius Thermometer	Standaid
Ice Machine	Infusion Devices – Alaris, Asena, Grazeby.	Air compressors
Nursing Call System	Dynamapp Blood Pressure Machine	Defibrillator – semi automatic and manual
Database /Computers	Glucometer	Oxygen Saturation Monitors
Fire Equipment	Suction Equipment	Cardiac monitors
Glide Sheets	Nimbus / Breeze Pressure Mattress	Infusion Devices: Syringe Drivers Patient Controlled Analgesia Pumps
Pat Slides	Humified Therapy	C.V.P Manometers
Supreme 104 Water Boiler		Entonox
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking sticks)		High Risk Respiratory Diseases Respirator
		FFP3 masks – must be fit tested
		High Risk Infectious Diseases PPE
7b. SYSTEMS		
<p>Maintenance of patient records</p> <p>Local patient administration system</p> <p>Human Resource Administration system- .</p> <p>DATIX Intranet – incident reporting.</p> <p>Apex Laboratory System - result specimens</p> <p>Internet and Intranet – Personal and Work Use</p>		

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the, 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 Charge Nurse who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Ward Manager or Deputy however the Staff Nurse will have responsibility for managing defined workload within professional guidelines.

The Post holder will delegate/allocate work to the team in the absence of more senior staff.

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.

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.

Manage and care for a demanding complex client group.

Maintain up-to-date clinical skills and knowledge.

Managing Newly diagnosed HIV positive patients i.e. Health Promotion, Sexual Health Issues, Stigma, Life changing event.

Large multicultural Group i.e. language barriers, ethnic differences

Working with drug dependant patients e.g. issues around drug dealing and withdrawal

Working with patients with suicidal thoughts/tendencies/attempts

Patients actively or voicing ideas of self harm

Working with potentially life threatening communicable infections e.g. HIV, hepatitis, SARS, TB, etc

Motivate and empower junior staff.

Address the equality and diversity needs of patients and staff.

In the absence of the Charge Nurse/Deputy Charge Nurse 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-lead ECGs.

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Basic life support.

Semi-automatic Defibrillator.

Tracheostomy care.

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys, wheelchairs.

Stand/walking for the majority of shift.

Activities of daily living.

Ergonomics.

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 calculating and administering complex drug regimes.

Concentration required when observing patient behaviours, which may be unpredictable to complex psychological factors.
 Complex polypharmacy.
 Provide emotional Support for junior work colleagues.
 Time management.
 Communication difficulties (multicultural, deaf, blind)
 Developed leadership skills.
 Developed responsibility skills.
 Service changes.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.
 Communicating complex issues with the multidisciplinary team.
 Managing patients detained under mental health act.
 Managing patients under escort from HM Prison.
 Working with high-risk patients.
 Caring for the terminally ill.
 Caring for patients following receipt of bad news.
 Personal / interpersonal stressors.
 Spiritual.

Working Conditions:

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

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse (adult), with relevant experience demonstrating the appropriate competencies and skills for the job.
 Evidence of further education/Continuous Professional Development e.g. CPD module in speciality.
 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

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Lothian

Post: Band 5 –Staff 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.

REGIONAL INFECTIOUS DISEASES UNIT WESTERN GENERAL HOSPITAL

Criteria	Essential	Desirable	How Assessed
Personal Traits	<ul style="list-style-type: none"> ●Team Player ●Flexible ●Excellent Communication Skills ●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 ●Evidence of continuing professional development ●Current valid mentor and on registered on mentor database 	<ul style="list-style-type: none"> ●Previous experience working within Infectious diseases or acute medicine ●Evidence of study at degree level ●Commitment to ongoing Education/Training ●Updated and active eKSF 	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none"> ●Motivated to work in the speciality and demonstrates a genuine interest in the clinical environment ●Experience of working in Infectious diseases/acute medicine or similar fast paced acute areas that are accustomed to high patient turnover ●Motivated to continue professional development notably within Infectious Diseases ●Understanding of Clinical Governance ●Show good time management skills 	<ul style="list-style-type: none"> ●Exposure and experience in information technology ●Mentorship / Preceptorship experience ●Budget awareness ●Audits ●Competence in clinical skills highlighted: <ul style="list-style-type: none"> - Venepuncture - Intravenous Therapies - Cannulation - ECGs - Management of vascular access devices - Knowledge/experience in moderate risk PPE i.e. VRE, CPE ●Including those skills and competencies relevant to the area of employment: <ul style="list-style-type: none"> - Knowledge/experience in high risk PPE including donning & doffing process - Fit tested for FFP3 mask and knowledge of 3M Jupiter Respiratory equipment - Competent in testing staff to fit FFP3 masks ●Have already shown good skills in deputising for deputy charge nurse or charge nurse in their absence 	A, I

Specific Job Requirements	<ul style="list-style-type: none"> ● Good understanding of dealing with difficult situations including verbal aggression from patients and relatives 	<ul style="list-style-type: none"> ● Other non health care experience that would add to life skills to undertake job ● A good knowledge base on common infectious diseases ● Previous experience dealing with high risk infections ● Be able to mentor from student nurse level up to junior B5 nursing staff 	A, I , R
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Key – how assessed

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