

JOB DESCRIPTION TEMPLATE

Band 5

1. JOB IDENTIFICATION

Job Title: Staff Nurse band 5

Responsible to (insert job title): Senior Charge Nurse/Band 6 Charge nurse.

Department(s):PAEP

Directorate: SJH

Operating Division: Lothian University Hospitals Division

Job Reference:

No of Job Holders:25

Last Update :September 2015

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 ward/dept manager or deputy 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:

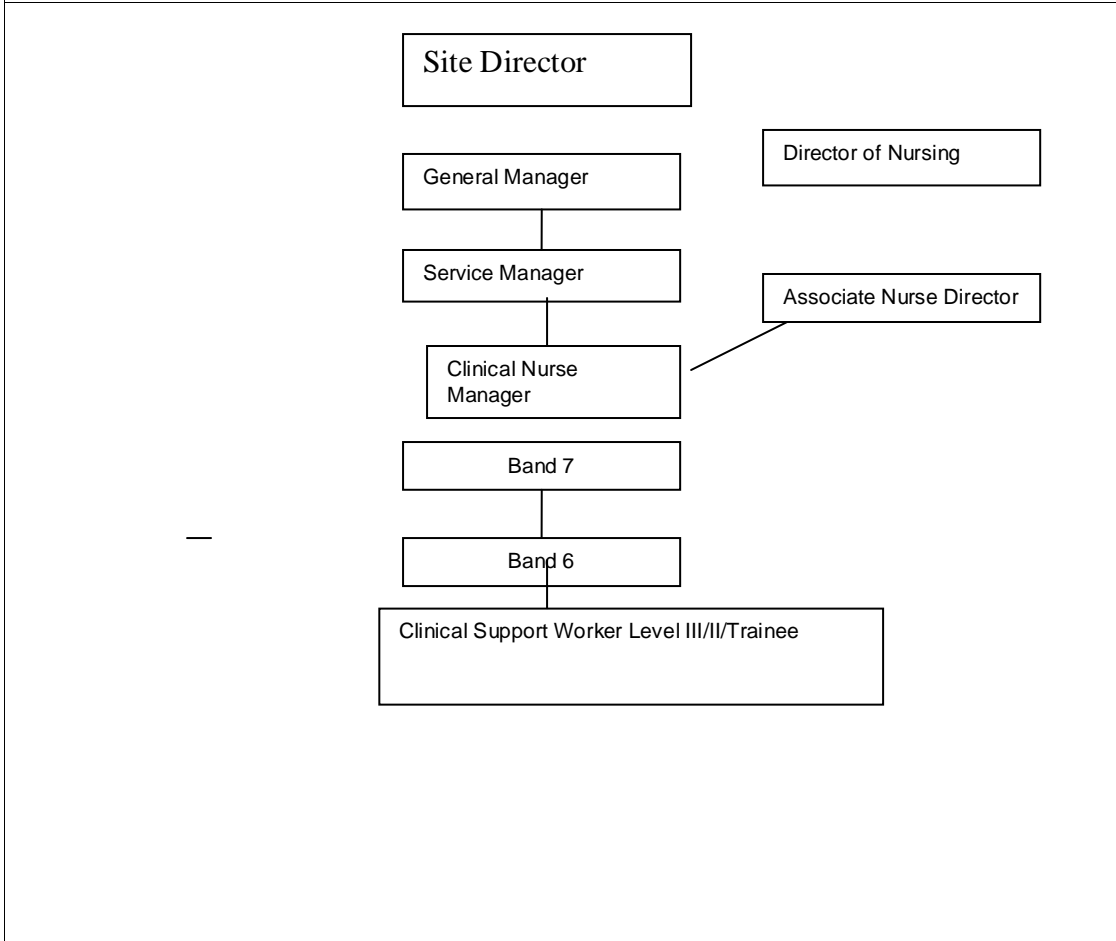
The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The post holder's primary post will be in a clinical area within the Princess Alexandra Eye Pavilion.

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

To provide specialist Ophthalmic services to Lothian and South East of Scotland. For both specialist in and out patient services.

To provide a high quality, safe and supportive environment in order to care for patients within the ophthalmology setting 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 Senior Charge Nurse / Deputy Charge Nurse, take charge of the ward/department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the ward/department.

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 safe keeping 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.

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|---|--------------------|-------------------------|--|
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| 7a. EQUIPMENT AND MACHINERY | | | |
| Post holder is expected to have a knowledge and ability to use all equipment used in the area however may not have daily clinical involvement. | | | |
| Generic | <u>Specialised</u> | <u>Very Specialised</u> | |

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|--------------------------------|--|--|
| Television Bedside Unit | Hoists – Arjo | Slit lamp, tonopen |
| Fridge | Bath hoist | OCT, Biometry |
| Ice Machine | Infusion Devices – Alaris, Asena, bbraun | Cardiac Monitor |
| Nursing Call System | Blood Pressure Machine | 12lead Electrocardiograph |
| Database /Computers | Glucometer | |
| Fire Equipment | Suction Equipment | Nebuliser |
| Pat Slides | Nimbus Pressure Mattress | |
| Water Boiler | Enteral Feeding Pump | |
| Walking Aids | Humified Therapy | Closed Circuit Television Surveillance |
| Oxygen Cylinders | Non Invasive Ventilator | |
| Raised Toilet Seats | Defibrillator – semi-automatic & manual | |
| Glide Sheets | Pulse Oximeter | |
| X Ray boxes | | |
| Electrically Controlled Chairs | Shower Chairs | |
| Wheelchairs | Weighing Scales | |
| Trolleys | Syringe Drivers | |
| Fax Machine | Electric Profiling Beds | |

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|--------------|--|--|--|
| Water Cooler | | | |
| Commodes | | | |
| Drip Stands | | | |
| Photocopier | | | |
| | | | |

7b. SYSTEMS

Maintenance of patient records
 Local patient administration system
 Human Resource Administration system- .
 DATIX Intranet – incident reporting.
 Apex Laboratory System - result specimens
 Internet and Intranet – Personal and Work Use
 PECOS
 SSTS

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from 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 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.

Work within ones 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.

Maintain up-to-date clinical skills and knowledge.

Motivate and empower junior staff.

Address the equality and diversity needs of patients and staff.

In the absence of the Senior Charge Nurse/ Charge Nurse take charge of the clinical area to ensure the effective operation of the ward/department.

11. COMMUNICATIONS AND RELATIONSHIPS

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 Ward/Dept Manager regarding day-to-day operational management, service needs, workload issues and personal development.

Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate:

Internal Communication

Operational
Multi Disciplinary Leads
Procurement
Support Services
Health and Safety
Risk Management
Ophthalmology Service
Bed Managers

External Communication

Other Health Boards through out Scotland/Hospitals in South East of Scotland
Specialist Support Groups
Voluntary Agencies
Scottish Ambulance Service
Community Health Practitioners
Social Work
Patients

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

Working Conditions:

Exposure to body fluids several times each shift.

Exposure to verbal and physical aggression – low frequency.

Temperature / air quality of working environment.

Ergonomics.

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

First Level Registered Nurse (adult, child, mental health and learning disability – delete as appropriate), demonstrating the appropriate competencies and skills for the job.

Evidence of further education/Continuous Professional Development Specialist

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:

Date:

Head of Department Signature:

Date:

**NHS Lothian
EMPLOYEE SPECIFICATION - BAND 5**



Candidate Name: _____ / **Ophthalmology Band 5**

| | Essential | Desirable | Evidence | Score |
|---|---|---|--|-------|
| Qualifications and post basic education: | Registered Nurse Evidence of continuing education for experienced band 5 Willing to participate in 'Flying Start' programme. | Completed 'Flying Start' programme Post Basic Course Project work associated with the clinical environment Evidence of study at degree level | Application form Professional portfolio | |
| Experience: | Would suit newly qualified, returned to nursing candidate or experienced band 5 Motivated to work in the speciality | A minimum of 1 year experience in a relevant clinical area Evidence of undertaking mentorship role Evidence of achieving KSF foundation gateway. | Application form Interview | |
| Knowledge & Skills: | Motivated to continue professional development notably within the speciality. Able to work as part of a team. Well developed written and verbal communication skills Decision making within limitations of experience. | Exposure and experience in information technology Mentorship / Preceptorship experience Demonstrate competence in clinical skills: Venepuncture, intravenous therapies, cannulation, including those skills and competencies relevant to the area of employment Understanding of Clinical Governance. Proven ability to organise workload and delegate tasks appropriately. Able to use initiative. Effective clinical decision making skills | Application form Interview | |
| Personal Attributes: | Works effectively within a team situation. Motivated and committed to further development of skills and knowledge. Flexible and adaptable | | Interview | |

- Scoring Key**
- 5) **Showed multiple clear evidence of meeting the criteria required and all of those in the desirable category (where applicable)**
 - 4) **Showed clear evidence of meeting the criteria required and some of those in the desirable category (where applicable)**
 - 3) **Showed more positive than negative evidence of meeting the required criteria**
 - 2) **Showed sufficient negative evidence to be judged lacking in ability to meet the required criteria**
 - 1) **Showed multiple clear evidence of a likely lack of competence in relation to the required criteria.**

OFFER / REGRET

Signed _____ **Print Name** _____ **Date** _____

Signed _____ **Print Name** _____ **Date** _____