

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Staff Nurse Band 5

Responsible to: Charge Nurse

Department(s): Dermatology Day Treatment Centre(DDTC) Lauriston Building

Directorate: Out Patient and Associate Services

Operating Division: NHS Lothian University Hospitals Division

Job Reference:

No of Job Holders: 10

Last Update: .27/2/18

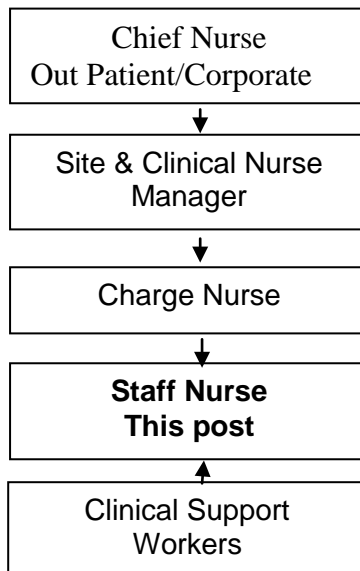
### 2. JOB PURPOSE

- ◆ 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 the Dermatology Day Treatment clinical area.
- ◆ 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 a high quality, safe and supportive environment in order to care for patients within The Dermatology Day Treatment Centre meeting the identified physical and psychosocial needs of all age groups...
- ◆ The Dermatology Day Treatment Centre has nurse led services providing holistic patient care and treatment in both phototherapy and dressings for acute and chronic dermatological conditions. .
- ◆ The department provides education and support for dermatology clients and carers within the Lothian area.

## 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 NMC guidelines.

### Clinical

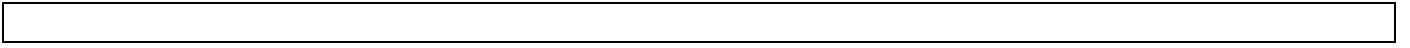
- ◆ Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care.
- ◆ Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure 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.
- ◆ Ensure patients property and valuables that are received by the department 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

- ◆ 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

Generic	Specialised	Very Specialised
	Glucometer	Resus trolley
	Suction equipment	Defibrillator
Television	Blood Pressure Machine	Doppler
Fridge	IVAC - Thermometer	PUVA machine – Psoralen ultra violet A band (Phototherapy)
Database /Computers	Infusion Devices – Alaris, Asena, Grazeby.	UVB – Ultraviolet B: Broad band/narrow band
Fire Equipment	Nail Clippers	
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)		Hand and foot PUVA/UVB – Localised ultra violet treatment using Psoralen lotion/Tablets if required
Oxygen Cylinders		
Wheelchairs		
Akrow mobile adjustable drop leg treatment couch		

## 7b. SYSTEMS

- ◆ Maintenance of patient records Paperlite introduced 15/5/2017
- ◆ Patient administration system
- ◆ Human Resource administration system – update training template
- ◆ APEX Laboratory System – results of specimens
- ◆ DATIX Intranet – to report incidents
- ◆ Trak
- ◆ Internet/Intranet for both work and personal use.
- ◆ TURAS professional development system.

## **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 Charge Nurse who will provide clinical guidance, professional management, work review and formal appraisal of performance.
- ◆ The Charge Nurse 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.
- ◆ Work within ones own limitations
- ◆ Work within NMC Scope of Practice..

## **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.
- ◆ 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 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:**

- ◆ 12-lead ECGs.
- ◆ Intravenous cannulae / venepuncture.
- ◆ Intravenous additives.
- ◆ Blood Glucose monitoring.
- ◆ Basic life support.
- ◆ Semi-automatic Defibrillator

**Physical Demands:**

- ◆ Patient movement with use of mechanical aides, manoeuvre patients.
- ◆ Huge daily patient turnover
- ◆ Push wheelchairs.
- ◆ Stand/walking for the majority of shift.
- ◆ Kneeling and bending to apply dressings
- ◆ Activities of daily living.

**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 phototherapy.
- ◆ Concentration required when observing patient behaviours, which may be unpredictable due to psychological factors.
- ◆ Time management.
- ◆ Communication difficulties (multicultural, deaf, blind)
- ◆ Developed leadership skills.
- ◆ Developed responsibility skills.
- ◆ Service changes.

**Organisational changes**

**Workforce planning**

**Emotional Demands:**

- ◆ Communicating with psychologically distressed/anxious/worried patients/relatives.
- ◆ Communicating complex issues with the multidisciplinary team.
- ◆ Caring for patients following receipt of bad news.
- ◆ Concentration required when observing patient behaviours, which may be unpredictable due to psychological factors
- ◆ Striking a balance between providing sufficient support and promoting independence in care of patient with a long term skin condition.
- ◆ Retaining a professional sense of distance whilst still being able to empathize with and support the patient with a chronic disease who may have been attending for 40 years or more

- ◆ Managing Child protection issues with children
- ◆ Working with both adults and paediatrics
- ◆ Personal / interpersonal stressors.
- ◆ Spiritual.

**Working Conditions:**

- ◆ Exposure to body fluids several times each shift.
- ◆ Exposure to verbal aggression
- ◆ Temperature / air quality of working environment

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

- ◆ First Level Registered Nurse (adult) with a minimum of 1 year post registration experience
- ◆ 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: Janice Lowe

Date 15/5/2017



## NHS Lothian

**Post:**

### 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	Excellent written and verbal communication skills Approachable and enthusiastic. Have an interest in Tissue Viability and wound care Commitment to professional and self development	Evidence of good problem solving skills.	I, A
Qualifications and Training	1st level nurse Current registration with the NMC  Be an active mentor	Previous experience working with children	A, C
Experience and Knowledge	A minimum of 2 Years post registration experience working within an acute setting  Computer literate	Experience working in a dermatology setting	R, I,C
Skills and/or Abilities	Must have worked within a team environment and autonomously.  Ability to make decisions and use initiative  Can evidence good problem solving skills and has an ability to manage challenging situations.	Trained Phototherapist	A,R and I
Specific Job Requirements			

**Key – how assessed**

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