

**Cardiothoracic Surgery Person Specification - Band 5 staff nurse Candidate**

<b>Characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>	<b>Interview Comments</b>
<p><b>Physical makeup</b> Health,  Speech Appearance &amp; Manner</p>	<ul style="list-style-type: none"> <li>• &lt; 4% sick leave. Able to carry out full range of nursing duties.</li> <li>• Articulate &amp; physically able to communicate effectively</li> <li>• Professional demeanour,</li> <li>• Well prepared for interview</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of talking to pts &amp; relatives about care</li> <li>• Able to understand when to seek help particularly in difficult or complaints situations</li> </ul>	<p>Interview  references</p>	
<p><b>Attainments</b> Post reg quals &amp; exp Mgt tr / qual IT skills Counselling tr</p>	<ul style="list-style-type: none"> <li>• 1st level Registered Nurse</li> <li>• Evidence of ongoing prof development</li> <li>• Standard IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level study</li> <li>• Post registration qualification in CTS or crit care nursing</li> <li>• Database mgt, range of IT skills</li> <li>• Experience of mentorship / teaching</li> </ul>	<p>Interview CV Workbooks References Prof profile</p>	
<p><b>General Intelligence</b> reasoning ability, creative thinking, problem solving ability</p>	<ul style="list-style-type: none"> <li>• Able to discuss bedside pt assessment</li> <li>• Informed understanding of the role of staff nurse within the wider team</li> <li>• 5 year plan for career development</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with the terms patient safety programme and SEWS</li> </ul>	<p>Interview , CV &amp; PDP References</p>	
<p><b>Special Aptitudes</b> eg manual dext writes fluently, teaching</p>	<ul style="list-style-type: none"> <li>• Writes concise and coherent reports</li> <li>• Reports verbally concisely and correctly</li> <li>• Evidence of ability to work within the team accepting guidance &amp; direction</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Effective negotiator</li> <li>• Reports of effective time management</li> </ul>	<p>Interview  References</p>	
<p><b>Disposition</b> team worker leader or follower reliable, motivated , diplomatic,</p>	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Professional attitude.</li> <li>• 'Completer finisher'- can be relied on to complete allocated work</li> </ul>	<ul style="list-style-type: none"> <li>• Insight into own personality type &amp; approach to a range of work situations</li> <li>• Effective time manager &amp; evidence of regular successful prioritisation of work</li> </ul>	<p>Interview CV Prof Profile &amp; References</p>	

<b>Circumstances</b> eg mobility, flexibility, earnings	<ul style="list-style-type: none"> <li>Appreciation of the increasing need for flexibility in work</li> </ul>	<ul style="list-style-type: none"> <li>Positive response to sudden forced change in work situation, eg helping out in other areas</li> </ul>	Interview References	
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## JOB DESCRIPTION

<b>JOB IDENTIFICATION</b>	
Job Title:	<b>Staff Nurse (Band 5)</b>
Responsible to:	Senior Charge Nurse
Department(s):	Cardiothoracic Surgery
Directorate:	CTR
Operating Division:	Lothian University Hospital Division
Job Reference:	<b>L-GEN-NM-NS-SN</b>
No of Job Holders:	108 .47
<b>2. JOB PURPOSE</b>	
<p>As part of a multidisciplinary team the post holder will have responsibility to ensure the delivery of high quality care to patients by the assessment of care needs, the development of programmes of care, the implementation and the evaluation of these programmes.</p> <p>In the absence of the Deputy / Charge Nurse the post holder may be required to provide cover to ensure effective operation of the ward.</p>	
<b>3. DIMENSIONS</b>	
<p>The post holder will work within the Cardiothoracic Surgery Directorate based on the RIE site. The post holder will undertake a rotational post across the 3 wards of the directorate, encompassing Cardiac &amp; Thoracic Intensive Care (Ward 111), HDU (Ward 112), and pre &amp; post operative ward level care (ward 102)</p> <p>The directorate of cardiothoracic surgery has a total of 53 beds. Following training and assessment of competence, in the absence of the Senior Charge Nurse/Deputy the post holder may have shift management responsibility for ward 102, the beds within it and the nursing staff</p>	

on duty for the duration of the period of absence of the ward management team.

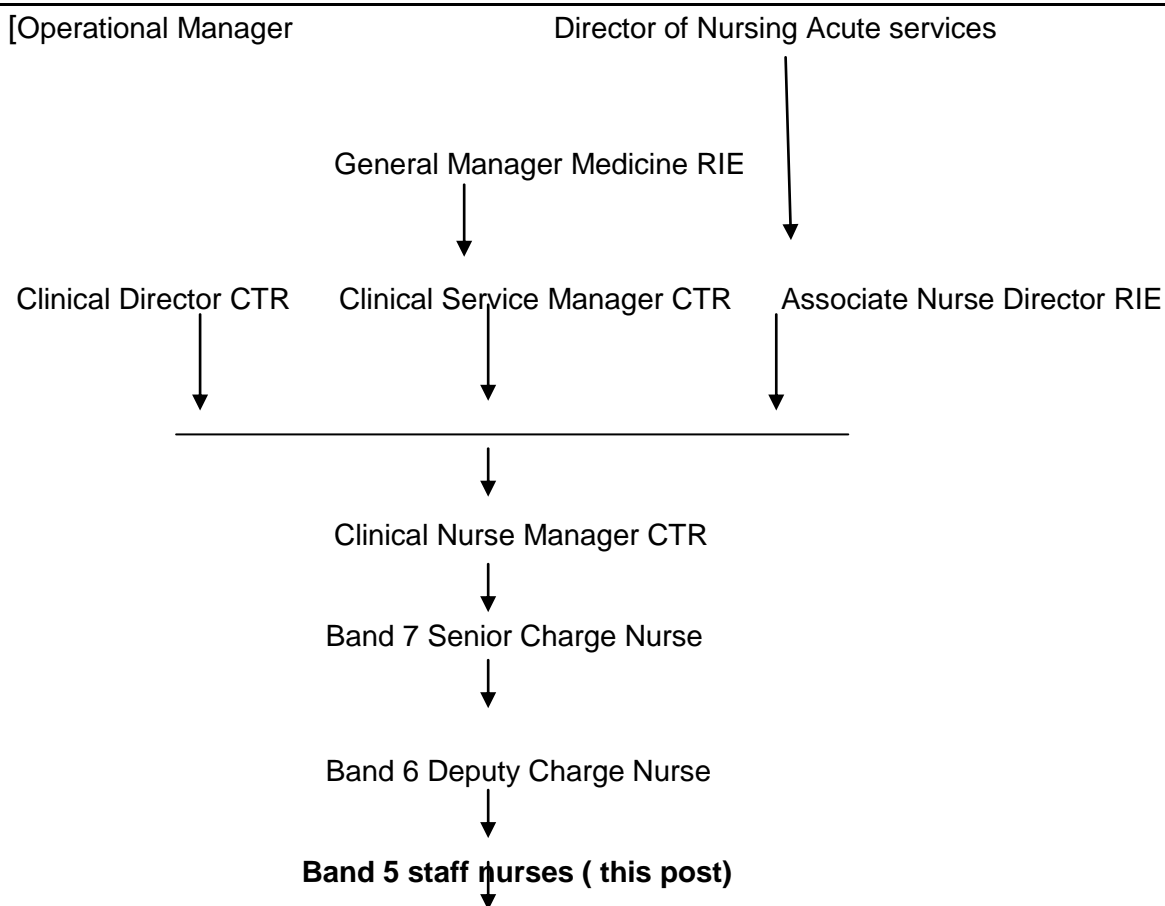
In wards 111 & 112, the opportunity of 'supervised charge' may be offered as part of the post holder's professional development plan.

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.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Department of Cardiothoracic Surgery provides tertiary comprehensive Cardiothoracic Services to a population of approximately 2 million adults, covering seven Health Boards in Scotland

The service is electively driven but encompasses a significant proportion of urgent and emergency referrals. Activity is on a ratio of 4 elective to 1 urgent or emergency patient

emergency.

The department provides arrange of specialist care from ward level, through high dependency to intensive care. The service also provides secondary health promotion and advice to patients and their families via ward and liaison nursing staff

To provide a high quality, safe and supportive environment to patients within the Cardiac Surgery setting meeting the identified physical and psychosocial needs

## **6. KEY RESULT AREAS**

To assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stages of the patients journey to ensure patients receive a high standard of nursing care.

To organise own workload and workload of others within the team to ensure the patients care needs are met and systems of teamwork are maintained.

To lead the nursing team, in the absence of the Deputy / Charge Nurse and act as a source of advice to ensure smooth organisation so patients and their relatives receive a high standard of prescribed care.

To support, guide and direct junior members of the team to appropriately provide holistic nursing care for patients.

To contribute to the arrangements for patient admissions and discharges so that patients are admitted according to the ward procedures and discharges are fully planned.

To implement and maintain, as part of the multidisciplinary team, policies, procedures, standards and protocols of the clinical area to ensure adherence to, and delivery of the highest level of patient care at all times.

To participate in audit systems to monitor the delivery and standards of care given to patients and their families.

To have an overall awareness of potential risks within the ward area assessing these at all times (including patient behaviours and working environment) to ensure the health and safety of patients, visitors and staff and compliance with related legislation and guidelines.

To have direct involvement in the provision of education and development of pre-registration, appropriate post-registration students and other members of the multidisciplinary team to ensure that appropriate learning opportunities are provided and students feel supported. To participate in the PDPR processes for junior members of the team.

To order supplies and supplementary staff ensuring that resources are used appropriately and efficiently at all times.

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

To maintain effective written and verbal communications with patients, relatives and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented.

To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.

To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

#### **7a. EQUIPMENT AND MACHINERY**

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

#### **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

Patient information recording systems.

Risk assessments.

Supplies and equipment ordering systems.

Staff bank ordering system.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

#### **8. ASSIGNMENT AND REVIEW OF WORK**

Workload is determined by the needs of the service.

The post-holder will work without direct supervision and will delegate work to other members of the nursing team as necessary.

The post holder's work will be assigned by the line manager although the post holder will manage their own daily workload.

The post holder will be responsible to the Deputy / Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.

#### **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to clinically assess patients to establish any changes, inform other members of the multidisciplinary team as necessary and plan subsequent care.

The post holder is expected to anticipate problems in meeting patients' care needs and resolve them autonomously / within the nursing team or seek advice from a more senior nurse.

The post holder, once they have completed symptomatic relief training, makes clinical judgements about the administration of medicines covered by a symptomatic relief prescription.

In the absence of the Deputy / Charge Nurse allocates work and deployment of staff.

Participate in the appraisal process through Personal Development Planning and review in line with the Knowledge and Skills Framework.

#### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Managing the demands of direct and indirect patient care within available resources.

Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.

In the absence of the Deputy / Charge Nurse providing leadership to ensure the effective operation of the area.

Managing patients who are displaying behavioural problems.

#### **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

The patient, their relatives and the multidisciplinary team involved in the provision of care.  
Nursing staff regarding patient care, allocation of work, workload issues.

Other relevant departments within the division e.g. Facilities, Estates, Domestic Services.

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

Examples may include:

##### **Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intravenous injections and or intra-muscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management. (this list is not exhaustive and will vary depending on clinical area).

##### **Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys, wheelchairs.

Stand/walking for the majority of shift.

**Mental Demands:**

Concentration required when checking documents including prescriptions; updating patient records; and dispensing, calculating doses and administering medication.

Frequent interruptions from patients / relatives / team members.

Concentration required when observing patient behaviours which may be unpredictable.

**Emotional Demands:**

Communicating with distressed / anxious / worried patients and relatives.

Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.

Caring for patients and supporting relatives following receipt of bad news.

Caring for the terminally ill.

Supporting junior staff / colleagues in the work environment.

**Working Conditions:**

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (several times each shift).

Potential exposure to verbal and physical aggression from patients and relatives / other visitors.

Exposure to infections and temperature variations.

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

Registered Nurse.

Team-working skills and the ability to work using own initiative.

Effective communication and time management skills.

**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: