

## NHS Lothian

### Post: Band 5 Staff Nurse Emergency/Assessment Department

#### 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             | Demonstrates evidence of team working.<br>Ability to communicate with people at all levels.<br>Professional, but approachable manner.<br>Ability to think quickly and problem solve.<br>Ability to work under pressure.<br>Ability to recognise signs of stress in self and others and create and sustain support mechanisms.<br>Good attention to detail. | Demonstrates insight into own strengths and weaknesses and recognises limitations.   | A, I, R      |
| Qualifications and Training | Registered nurse.<br>Evidence of ongoing professional development.   | Relevant post-basic course.<br>Evidence of study at degree level or motivation to do so.<br>Project work associated with clinical environment. | A, C, I, R   |
| Experience and Knowledge    | Thorough and up to date knowledge of nursing theory and best practice at the level of minimum 1 year post basic experience.<br>Understanding of equality and diversity and how to apply it to self.<br>Understanding of NMC Code of Practice and requirements of it.<br>Effective experience from student placements.                                      | Minimum 1 years nursing experience.  | A, I         |
| Skills and/or Abilities     | Demonstrates ability to prioritise workload.<br>Ability to rapidly identify severity of illness.<br>Motivated to continue professional development in MAU.<br>Understanding of Clinical Governance.<br>Understanding of risk assessment  | Advanced Life Support.<br>Rapid Sequence Induction course.<br>Triage skills<br>Mentorship/preceptorship experience.                            | A, C, I, R   |

|                           |   |   |         |
|---------------------------|---|---|---------|
|                           | <p>and acting on findings.<br/>Competence or willingness to train in clinical skills:</p> <ul style="list-style-type: none"> <li>• Venepuncture/cannulation</li> <li>• Intravenous drug therapy</li> <li>• 12 lead ECG</li> </ul> <p>Experience and exposure in information technology.</p> |   |         |
| Specific Job Requirements | <p>Motivated to work in speciality.<br/>Relevant experience in a clinical area eg acute medicine/surgery or Critical Care.<br/>Experience in an admissions unit or similar environment.</p>   | <p>Previous experience of working within Emergency Medicine.<br/>In charge, exposure at junior level.</p> | A, I, R |

| <b>Key – how assessed</b>  |                     |
|----------------------------|---------------------|
| A = Application form       | I = Interview       |
| C = Copies of certificates | T= Test or exercise |
| P = Presentation           | R = References      |

## JOB DESCRIPTION TEMPLATE

### Band 5

#### **1. JOB IDENTIFICATION**

Job Title: Staff Nurse Band 5

Responsible to: Charge Nurse Band 7

Department(s): Ward 27

Directorate: Acute medicine

Operating Division: Medical and Associated Services Division LUHD

Job Reference: **L-GEN-NM-NS-SN**

No of Job Holders:

Last Update : 30/12/2019

## 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 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 will work within the Acute Medical directorate based on the WGH site. The ward has a 29 bedded clinical area

In the absence of the Ward Manager the post holder has management responsibility for 29 beds and 7 nursing staff within the clinical setting area.

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, Liberton Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

#### 4. ORGANISATIONAL POSITION

Chief Nurse

|

Clinical Nurse Manager

Band 7

Band 6

**Band 5 (This Post)**

|

Clinical Support Worker Level III/II/Trainee Band 2

#### 5. ROLE OF DEPARTMENT

To assist in the diagnostic procedure, in conjunction with medical staff and to liaise with other members of the MDT to facilitate recovery and rehabilitation of the acutely ill medical patient as quickly and efficiently as possible.

To provide a high quality, safe and supportive environment in order to care for patients within Ward 26 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 Charge Nurse/Deputy Charge Nurse, 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.

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**

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

Post Holder is expected to have a knowledge and ability to use equipment in the area, however may not have daily clinical involvement.

| <b>Generic</b>   | <u>Specialised</u>                         | <u>Very Specialised</u>  |
|--|--|--|
| Television Bedside Unit                                      | Hoists – Encore, Sara, Maxi/Arjo           | Cardiac Monitor  |
| Fridge   | Bath hoist                                 | Pulse Oximeter   |
| Ice Machine  | Infusion Devices – Alaris, Asena, Grazeby. | Defibrillator – semi automatic and manual                                  |
| Nursing Call System  | Blood Pressure Machine                     | Electrocardiograph   |
| Database /Computers  | Glucometer                                 | Central Venous Pressure Monitoring   |
| Fire Equipment   | Suction Equipment                          | Doppler  |
| Pat Slides   | Nimbus Pressure Mattress                   | Blood Warmers  |
| Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks) | Repose Boots                               | Intubation Equipment   |
| Oxygen Cylinders   | Humified Therapy                           | Respiratory Rate Monitoring  |
| Raised Toilet Seats  |  | Blood Gas Analyser   |
| Pat Slides   |  | Infusion Devices:<br>Syringe Drivers<br>Patient Controlled Analgesia Pumps |
| Glide Sheets   |  |  |
| X Ray boxes  |  |  |
| Electrically Controlled Chair                                |  |  |
| Wheelchairs  |  |  |

|          |  |  |
|----------|--|--|
| Trolleys |  |  |
|----------|--|--|

## 7b. SYSTEMS

Maintenance of patient records  
 Local patient administration system  
 Human Resource Administration system – updating training record.  
 DATIX Intranet - reporting incidents  
 Apex Laboratory System – results of specimens  
 Internet and Intranet – work and personal use

## 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 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 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

Staff use the subjects in the following sections frequently :

### **Physical Skills:**

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Removal of sutures / clips.

Placement of naso-gastric tubes.

12-lead ECGs.

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Basic life support.

Semi-automatic Defibrillator.

Advanced maintenance of patient's airway (ambu-bagging).

Tracheostomy care.



**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.

**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 the terminally ill.

Caring for patients following receipt of bad news.

Personal / interpersonal stressors.

Spiritual.

**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 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

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: