

NHS Lothian

Post: BAND 5 - Surgical

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	Sound interpersonal skills Demonstrable communication skills: verbal and non verbal Use of initiative Time management Ability to organise & prioritise Works well within a team situation		I / P / R
Qualifications and Training	Registered Nurse	Educated to degree level Evidence of continued professional development	A / C
Experience and Knowledge	Motivated to work in the speciality & demonstrates a genuine interest in the clinical environment Evidence of staff management Understanding of surgery (Elective & emergency flow)		A / I
Skills and/or Abilities	Motivated to continue professional development IV Therapies Cannulation/phlebotomy IT Literate Understanding of team work Understanding of Clinical Governance		A / C / I / R
Specific Job Requirements			

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise

JOB DESCRIPTION**1. JOB IDENTIFICATION**

Job Title: Staff Nurse Band 5

Responsible to: Ward Manager

Department(s): WGH WARD22

Directorate: Surgical Services

Operating Division: University Hospitals Services

Job Reference: U-SR-CRU-022-NUR4

No of Job Holders:

Last Update (insert date): 1st July 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 optimal care to patients.

In the absence of the ward manager 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

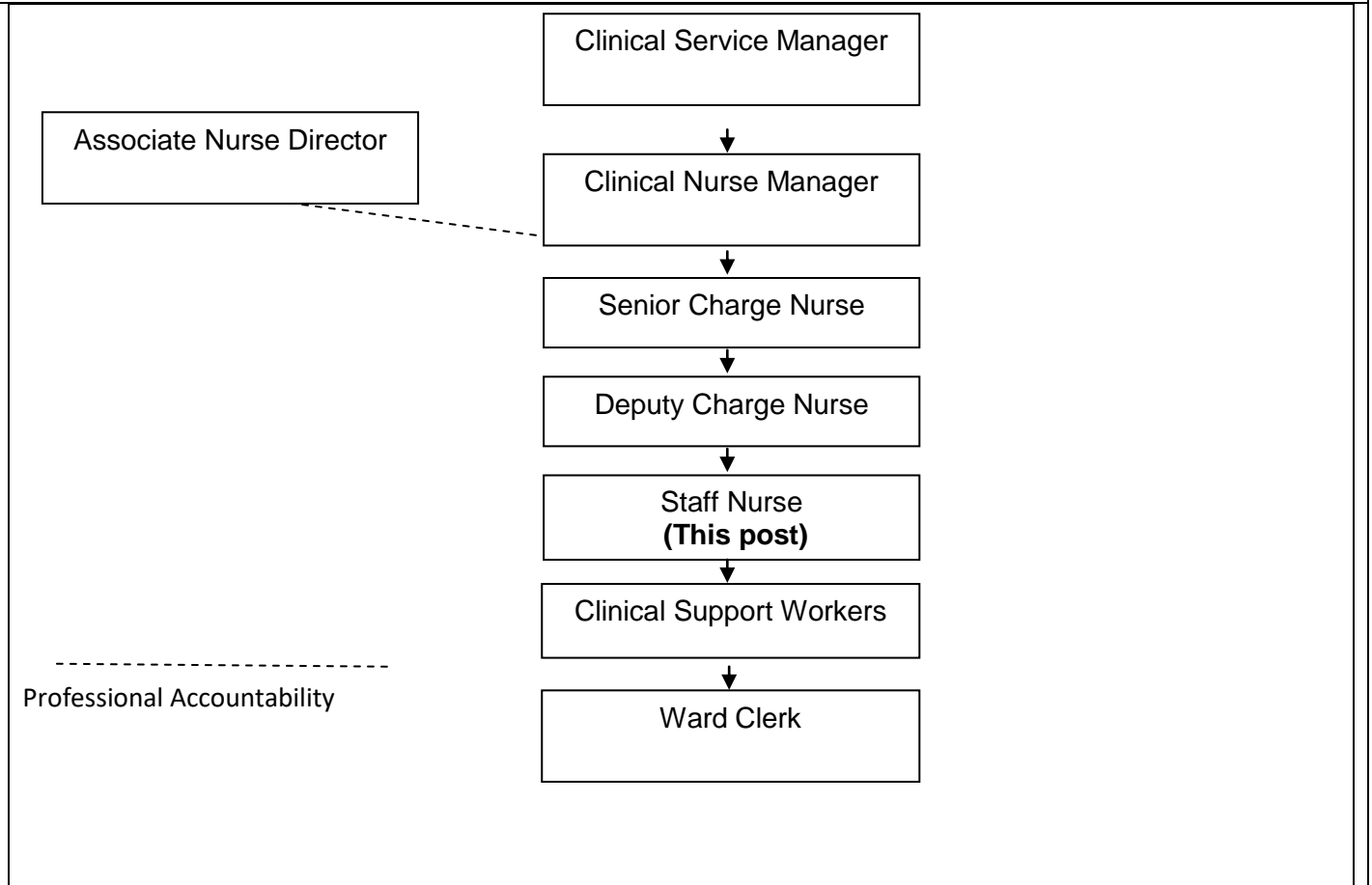
The post holder will be based in ward 22. This is an 11 bed surgical unit. Their role will be to provide a high standard of nursing care for short stay elective patients, mainly urology and colorectal. The ward operates on a Monday-Friday basis including long days and nightshift.

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 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 this acute setting, meeting the identified physical and psycho-social and spiritual needs.

The department works closely with ward areas, Pre-Admission, OPD Clinics, Theatre & Anaesthetics.

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 and encompassing 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 an optimal 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.

Prioritise 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 including Pharmacy, 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.

7a. EQUIPMENT AND MACHINERY

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

Generic	<u>Specialised</u>	<u>Very Specialised</u>
Dishwasher	Hoists – Encore, Sara, Maxi/Arjo	Cardiac Monitor
Fridge	Bath hoist	Pulse Oximeter
Ice Machine	Infusion Devices – Alaris, Asena, Grazeby.	
Nursing Call System	Blood Pressure Machine	Defibrillator – semi automatic and manual
Database /Computers	Glucometer	Bladder Scanner/Flow Machine
Fire Equipment	Suction Equipment	Blood Warmers
Pneumatic Tube System	Nimbus Pressure Mattress	Intubation Equipment
Pat Slides	Repose Boots/Mattress	Respiratory Rate Monitoring
Supreme 104 Water Boiler	Urinalysis	Electrocardiograph
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)	Humified Therapy	Bronchoscope
Oxygen Cylinders		Central Venous Pressure Monitoring
Telephone/Fax Machine		Ultrasound equipment
Photocopier		Urodynamic Monitoring Equipment
Raised Toilet Seats		Nitric Oxide Machine
Pat Slides		Rotational Therapy
Glide Sheets		Proning mattress
X Ray boxes		MARS Machine
Electrically Controlled Chair		Sengstaken/ Minnesota Tube

Wheelchairs		Infusion Devices: Syringe Drivers Patient Controlled Analgesia Pumps
Trolleys		Transport Equipment: Monitoring Fluid Control

7b. SYSTEMS

Maintenance of patient records
Local patient administration system --TRAK
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 according to 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 plan of care.

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 and operational 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.

Support Groups and Voluntary Bodies.

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

Examples may include:

Physical Skills:

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

Insertion of urinary catheters.

Removal of sutures / clips and drains.

Placement of naso-gastric tubes.

Drug Administration.

12-lead ECGs.

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Basic life support.

Semi-automatic Defibrillator.

Continuous Positive Airway Pressure Management.

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

Tracheostomy care/ Oral Suctioning.

Enteral Feeding

Wearing of lead protection for part of shift.

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.

Fluctuations in workload throughout the 24-hour period.

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 with evidence of appropriate post registration development including additional supporting qualifications or relevant experience demonstrating the appropriate competencies and skills for the job.

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:

Head of Department Signature:

Date:

Date: