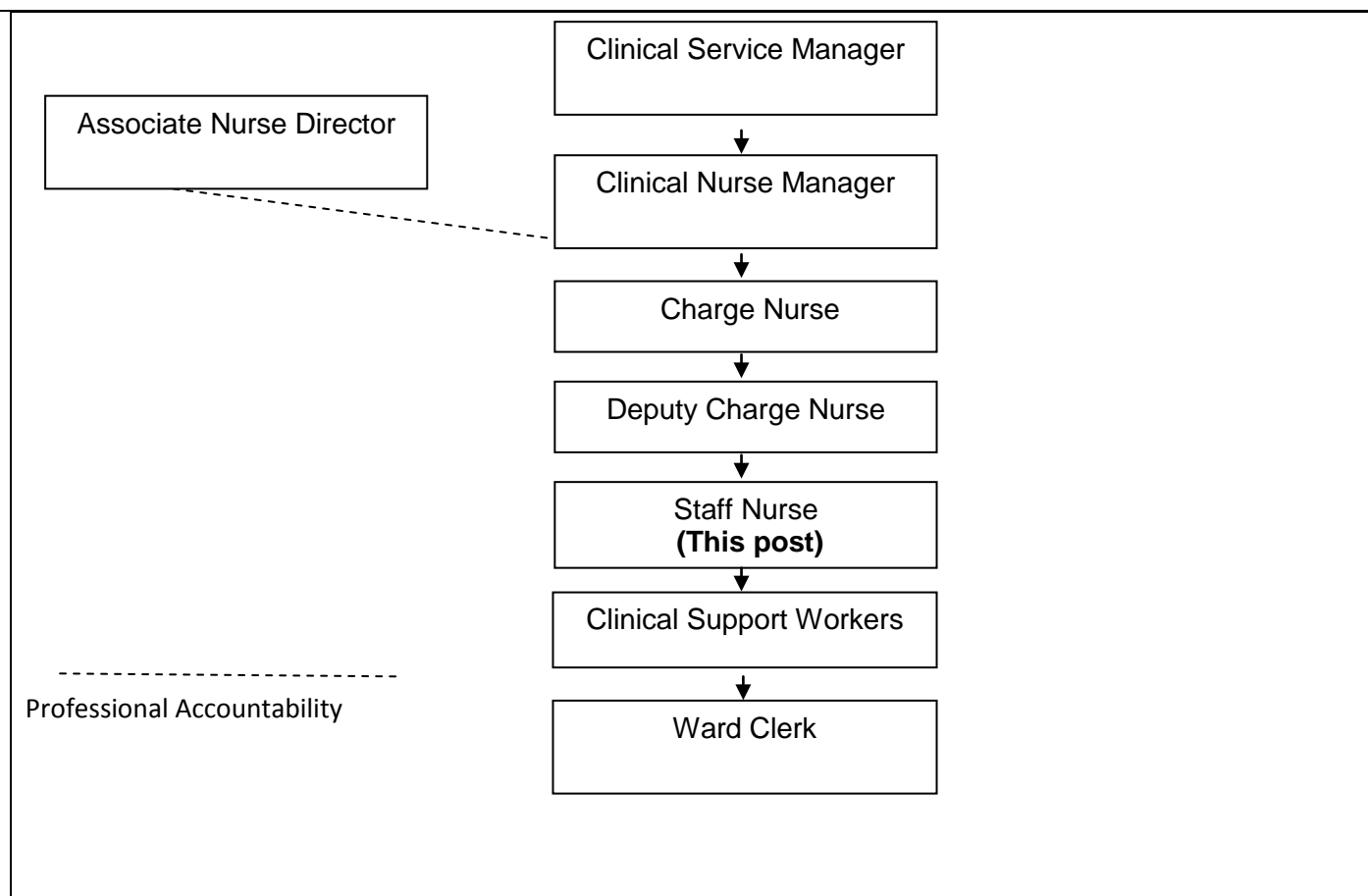


JOB DESCRIPTION

| JOB IDENTIFICATION | |
|---|------------------------------|
| Job Title: | Staff Nurse |
| Responsible to | Senior Charge Nurse |
| Department(s): | Ward 53 Urology |
| Directorate: | Surgical Services - Urology |
| Operating Division: | University Hospital Services |
| Job Reference: | U-SR-CRU-053-NUR4 |
| No of Job Holders: | 12 |
| Last Update (insert date): | 1 st October 2018 |
| 2. JOB PURPOSE | |
| <p>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 optimal holistic care to patients.</p> <p>The post holder has responsibility and accountability for maintaining both clinical and staff governance.</p> <p>This post is a rotational post working 6 months in Urology followed by 6 months on Colorectal, with final placement being allocated and agreed with Clinical Nurse Manager</p> | |
| 3. DIMENSIONS | |
| <p>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.</p> <p>The post holder will have junior staff/learners reporting to them on patient care.</p> <p>The post holder will supervise junior members of staff, learners, patients and carers.</p> <p>The post holder's primary post will be within this 24 bedded Urology Area which admits elective, emergency and minor procedures.</p> <p>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).</p> | |

4. ORGANISATIONAL POSITION – Surgical Division



5. ROLE OF DEPARTMENT

To provide a local and national specialist Urology service admitting emergency, elective and day case patients.

To provide a high quality, safe and supportive environment in order to care for patients within this acute Urology Unit. To meet the identified physical, psycho-social and spiritual needs of patients and ensure the optimal level of care and management.

The department works closely with the Scottish Lithotripter Service, Nurse Led Urology and the Oncology Department.

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 programmes of care for patients to ensure delivery of an optimal standard of care.

Establish and 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 area, department directorate and division. Report outcomes to senior nursing staff to enable monitoring of standards of care

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

Maintain departmental stock levels including Pharmacy, through ordering of stores, ensuring the economic use of all resources.

Lead, supervise and assess junior staff/learners ensuring competencies are met.

Recognise importance of resolving issues timeously and effectively at local level and escalate as appropriate.

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

Participate in orientation and informal appraisal of junior colleagues and learners.

Education

Demonstrate a commitment to personal continuing professional development by actively participating in professional personal development plans.

Participate in teaching programmes, mentoring of junior colleagues and learners and act as a source of advice to ensure their educational needs are met.

7a. EQUIPMENT AND MACHINERY -

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

| Generic | Specialised | Very Specialised |
|--|--|---|
| Dishwasher | Hoists – Various | 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 | Blood Warmers |
| Pneumatic Tube System | Nimbus Pressure Mattress | Intubation Equipment |
| Pat Slides | Repose Boots/Mattress | Bladder Scanner/Flow Machine |
| Supreme 104 Water Boiler | Urinalysis | Respiratory Rate Monitoring |
| Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks) | Humified Therapy | Nitric Oxide Machine |
| Oxygen Cylinders | Electronic weighing scales | Bronchoscope |
| Telephone/Fax Machine | | Rotational Therapy Proneing mattress |
| Photocopier | | MARS Machine |
| Raised Toilet Seats | | Sengstaken / Minnesota Tube |
| Pat Slides | | Infusion Devices: Syringe Drivers |

| | | |
|-------------------------------|--|---|
| | | Patient Controlled Analgesia Pumps |
| Glide Sheets | | Transport Equipment: Monitoring Fluid Control |
| X Ray boxes | | |
| Electrically Controlled Chair | | |
| Wheelchairs | | |
| Trolleys | | |
| Drip Stands | | |
| Computer | | |
| Foot Stools | | |
| Bed Pan Macerators | | |
| Addressograph Machine | | |
| Commode | | |
| Electric Beds | | |

7b. SYSTEMS

Maintenance of patient records
Local patient administration system
DATIX Intranet – incident reporting
Internet/Intranet – personal and work use

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 Ward Manager who will provide clinical guidance, professional management, work review and formal appraisal of performance.

The Ward Manager or Deputy will assign workload. However the post holder will have responsibility for managing their defined workload according to their professional guidelines.

9. DECISIONS AND JUDGEMENTS

Analysis and assessment of patient condition to establish the continuing plan to ensure ongoing holistic care. Work is self-directed and under the supervision of the ward manager/deputy.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of providing direct patient care and working within existing resources in a complex dynamic clinical area.

Maintaining up-to-date clinical skills and knowledge.

Addressing the equality and diverse needs of patients and staff.
Exposure to violence and aggression within clinical area.

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 and workload issues.

Communicate with the Senior Nurse/Ward Manager regarding personal development.

Communicate with other relevant departments, which support the clinical environment 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/Voluntary Bodies

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

Sample only will need to be modified to ward/department area

[Insert as appropriate to area- indicating level and frequency)

Examples may include:

Physical Skills:

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

Management/insertion of all types of catheters.

Removal of sutures / clips/Nephrostomy tubes and Drains

Management of naso-gastric tubes.

Drug Administration.

12-lead ECGs.

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Basic life support.

Enteral Feeding.

Oral Suction of patients.

Management of CVC lines

Collection of specimens

Oxygen administration

Maintenance of continuous Bladder irrigation

Administration of Intravesical Mitomycin.

Bladder Scanning and uroflowmetry

Physical Demands:

Patient movement with use of mechanical aides

All types of moving and handling

Push trolley's, wheelchairs, beds etc

Stand/walking for the majority of shift.

Activities of daily living.

Ergonomics.

Caring for complex medical/nursing needs

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)
Fluctuations in workload throughout the 24-hour period.
PC usage

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.
Communicating complex issues with the multidisciplinary team.
Caring for the terminally ill, complex medical needs
Caring and support for patients and relatives following receipt of bad news.
Personal / interpersonal stressors.
Spiritual care of patients and colleagues.

Working Conditions:

Exposure to body fluids several times each shift.
Exposure to verbal and physical aggression - high frequency.
Ergonomics.
Temperature/Noise

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

First Level Registered Nurse (adult, child, mental health and learning disability, delete as appropriate)
Evidence of team working skills with ability to work using own initiative.
Effective listening and interpersonal skills.
Time management skills/ability to prioritise workload.
Recognising ones limitations.
IT 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:

NHS Lothian

Post: Staff Nurse

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 |

P = Presentation

R = References