

**NHS Lothian**

**Post: Band 5 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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	<p>Able to work effectively within a team situation</p> <p>Flexible reliable and adaptable</p> <p>Sound communication skills: verbal and non verbal</p> <p>Demonstrates attention to detail</p> <p>Professionalism</p>	Well -presented	<p>I</p> <p>I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>
Qualifications and Training	<p>Registered Nurse NMC</p> <p>Registered at time of interview</p> <p>Evidence of on-going professional development – professional portfolio</p>	<p>TRAK trained</p> <p>Flying start/newly qualified practitioner commenced or completed</p> <p>Mentorship</p>	<p>A &amp; C &amp; I</p> <p>A &amp; I &amp; C</p>
Experience and Knowledge	<p>Willingness to undertake further training in clinical skills, for example, venepuncture &amp; cannulation, intravenous therapies, consent training, bladder scanning, mentorship</p>	<p>Previous experience in medical, surgical, day surgery/day case, gastro-intestinal medicine, urology or colorectal.</p>	A & I
Skills and/or Abilities	<p>Decision making within limitations of experience</p> <p>Sound communication skills: verbal and written</p> <p>Demonstrates attention to detail</p>	<p>Administration of intravenous therapies</p> <p>Venepuncture and cannulation</p> <p>Bladder scanning</p> <p>Urinary catheterisation</p> <p>Mentorship</p>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>

Specific Job Requirements	Registered nurse Previous experience Shift Work 0730-1545/0745-1545/0745-2000/1000-1800/1200-2000/1100-1900 or any variation between 0730 and 2000, Monday to Saturday.  Knowledge of ambulatory care/ day surgery and pre-assessment process		C  I  A &I

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

## JOB DESCRIPTION

<p><b>1. JOB IDENTIFICATION</b></p> <p>Job Title: <b>Staff Nurse Band 5</b></p> <p>Responsible to : <b>Senior Charge Nurse (Band 7)</b></p> <p>Department(s): <b>Day Bed Suite</b></p> <p>Directorate: <b>Anaesthetics &amp; Theatres</b></p> <p>Operating Division: <b>Lothian University Hospitals Division</b></p> <p>Job Reference:</p> <p>No of Job Holders:</p>
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Last Update (insert date):

## **2. JOB PURPOSE**

To provide effective, patient focused care with the support, guidance and direction of the Charge Nurse. To develop skills and competencies appropriate to a range of areas within in a day facility unit for pre and post operative care of the Day Patients.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

The post holder may be expected to participate in duty rosters consisting of day, late and night shift working, where required. Within some areas the post holder may be required to participate in on call rosters, which provide 24 hour cover over 7 days per week

## **3. DIMENSIONS**

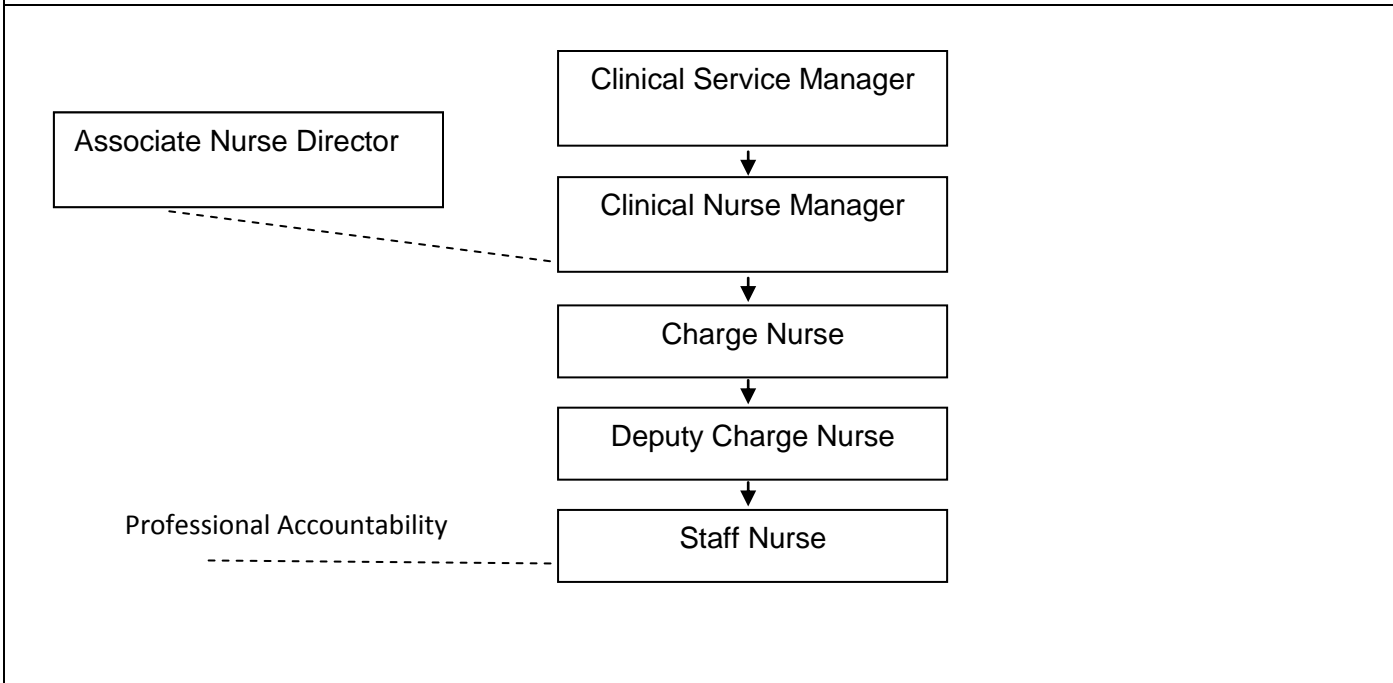
The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The post holder will have junior staff/learners reporting to them on patient care.

The post holder's primary post will be within the Theatre and Anaesthetic Directorate of the Western General Hospital.

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 and the Lauriston Building).

#### 4. ORGANISATIONAL POSITION – THEATRE AND ANAESTHETIC DIVISION



#### 5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within the Ambulatory Care Setting, meeting the identified holistic needs of the patients. The Day Bed Suite provides pre and post operative care for patients requiring a variety of procedures under the following specialities, gastroenterology, urology, colorectal, respiratory and radiology.

#### 6. KEY RESULT AREAS

All Key Result Areas will be achieved with the support, guidance and direction of the Charge Nurse.

##### **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.
- Responsible for the assessment of care requirements and the development, implementation and evaluation of care delivery.

##### **CLINICAL**

- 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 Department, Directorate and Division and report outcomes to senior staff to enable monitoring of standards of care.
- Organise own workload with direction 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.
- Learn to understand the concept of Day Surgery and the need for skilled pre assessment of patients.
- Learn to recognise and respond to clinical emergency utilising skills learnt to assist in clinical emergency
- With training, demonstrate effective recovery skills to assess, monitor and care for the post-operative patient, ensuring safe, effective discharge. Recognise and act appropriately on post operative complications.

### **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 and educational needs are met whilst providing care to patients.
- Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.
- Ensure patients property and valuables that are received by the Department for safe keeping are secured and processed as division policy.
- 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.
- Responsible for maintaining NMC registration annually and participating with the tri-

annual revalidation process.

- Participate in teaching programmes and mentoring of junior colleagues and learners.

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

- INR monitoring system
- Blood glucose monitoring system
- Bladder Scanner
- Urinary Flow machines
- Braun IV pump
- Manual Handling equipment including hoists/stand aids
- Emergency trolley equipment
- ECG monitoring

### **7b. SYSTEMS**

- Maintaining patient records – Through out the pre and post operative phase of the patient journey
- DATIX / Incident forms – in putting information onto system
- Ordering & Stock Control within dept – supplies and pharmacy
- TRAK

## **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.

Workload will be assigned by the Charge Nurse or Deputy 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.

Be able to respond to unpredictable/ emergency situations by taking effective action.

Work within one's limitations, escalating where appropriate.

## 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.

Relationships with the multidisciplinary team due the dynamic complexity of the work/environment.

Developing effective time management skills within the context of a busy day bed unit.

## 11. COMMUNICATIONS AND RELATIONSHIPS

### Internal:

The post holder will be expected to communicate and liaise with the patient, relatives and the multidisciplinary team involved in the provision of care.

Communicate with Charge Nurse or Deputy regarding patient condition, workload issues and personal development.

Communicate with other relevant departments which will include, clinical ward areas, Theatre, Recovery, Endoscopy, Administrative staff, Medical/Surgical staff, Radiology Departments, Physiotherapy, Blood Transfusion Service, Laboratory Service, Hospital Sterilisation and Decontamination Unit, 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.

Family Planning Clinics

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

### Skills Physical

Learn to develop nursing skills appropriate to the Day Surgery / 23hr Setting.

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

Good manual dexterity.

Being able to react quickly in an emergency situation

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

INR monitoring

Basic life support.



**Physical effort**

Frequent moving & handling of conscious and unconscious patients.  
Standing for long periods of time  
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**

Being able to concentrate for long periods of time  
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 within the context of a busy day bed unit.

**Emotional demands**

Maintaining an equilibrium of control in response to working within a high pressure area  
Dealing with emotional demands following death/emergency situations.  
Dispensing drugs and appropriate information on discharge

**Environmental and working conditions**

Constant exposure to hazardous substances, body fluids and rigid adherence to standard precautions.  
Exposure to x-ray.  
Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress.

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

The postholder will require one of the following qualifications:

- Registered Nurse – (Adult/General)

Previous experience is desirable but not essential

**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: