

NHS Lothian

Post:

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	<p>Committed to the development and maintenance of good relationships with colleagues, patients and their families</p> <p>Communicate an enthusiasm for working within Day Surgery</p>		<p>I&A</p> <p>I&A</p>
Qualifications and Training	<p>Qualified to diploma level</p> <p>Confident IT skills</p>	<p>Qualified to Degree level</p> <p>TRAK trained</p> <p>IV therapy Venepuncture trained</p>	<p>A&I</p> <p>A</p> <p>A&I</p>
Experience and Knowledge	<p>Knowledge of Day Surgery</p>	<p>Previous experience of working within Surgical or Day Surgery</p>	<p>A&I</p>
Skills and/or Abilities	<p>An understanding and commitment to personal development</p>	<p>Communicates in a manner which is appropriate to a situation</p>	<p>A&I</p>
Specific Job Requirements	<p>Experience of dealing with the public on the phone and in person</p>		<p>I</p>

Key – how assessed

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

JOB DESCRIPTION TEMPLATE

W-Sur-W5-Nur10b

1. JOB IDENTIFICATION

Job Title: Staff Nurse band5
Responsible to: Ward Manager
Department(s): Day Surgery Centre
Directorate: Theatres an Anaesthetics
Operating Division: West Lothian Division
Job Reference W-Sur-W5-Nur10b
No of Job Holders:
Last Update July 2017-07-13

2. JOB PURPOSE

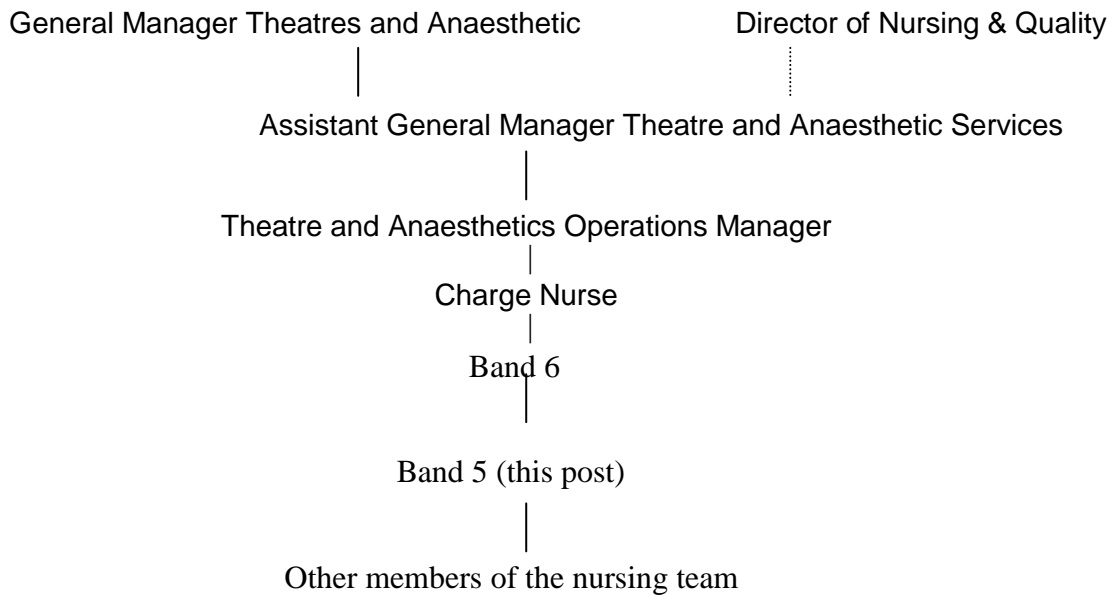
As part of multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients undergoing elective surgery. Caring for ear nose and throat , plastics , urology,Gynaecology and general surgical patients ,planning their safe discharge as part of the multidisciplinary team

3. DIMENSIONS

The Day Surgery Centre is part of the Theatres and Anaesthetics directorate and the post holder would be expected to rotate between day duty, nights the theatre recovery department and the hand unit.. The ward is open Monday to Friday but there may be requirements in the future to work at the weekend.

The post holder will be responsible for the maintenance of stock levels of all supplies within their ward area.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for pre and post operative patients undergoing surgical treatments, meeting the identified physical and psycho-social needs of short stay patients. Caring for elective admissions.

6. KEY RESULT AREAS

1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients having surgery to ensure delivery of a high standard of care.
2. To provide high quality care to specialist areas including ENT and plastics
3. To provide advice to all levels of staff as appropriate
4. Participate in teaching all levels of staff and patients as appropriate.
5. To monitor standards of care within the defined policies, procedures, standards and protocols of the ward, directorate, NMC and division to ensure adherence to, and delivery of a safe and high quality service.
6. To take charge of the ward in the absence of the band 6 and band 7 nurse managing the daily responsibilities to ensure the smooth running of the ward.
7. To supervise and support junior staff/students who are providing care to patients and act as a source of advice to ensure that their educational needs are met.
8. To undertake teaching qualified and unqualified nursing staff, including basic and post-basic students, and participate in the implementation of staff personal
9. Responsible for maintaining patient records within agreed standards.

10. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

7a. EQUIPMENT AND MACHINERY

The Staff Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement of all listed equipment.

GENERIC:

Resuscitation equipment. [Oxygen cylinders/suction]

Electric bed frames and therapeutic mattresses.

All infusion pumps e.g. Gemini pumps, PCA pumps, syringe drivers.

Feeding pumps, blood glucose monitors, weighing scales.

Digital thermometers, Omron Blood Pressure recording Monitors.

A variety of moving and handling equipment e.g. patient hoist, pat slides, wheelchairs, theatre trolleys, dressing trolleys etc.

Access to Trak system. [Update ward utilisation etc.]

7b. SYSTEMS

Maintenance of patient records/patient administration via Trak System.

Express resulting – input of patient data re results reporting system.

Accessing TRak system for patient admission/discharge/outpatient appointments et

8. ASSIGNMENT AND REVIEW OF WORK

The Staff Nurse will be responsible to the Ward Manager for 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 rest of the ward team, in the absence of senior staff.

9. DECISIONS AND JUDGEMENTS

Assessment of patient condition to establish any change.

Analyses of patient condition and subsequent planning of care re any clinical changes.

In the absence of senior nursing staff allocation of work and deployment of staff.

Participate in the development, implementation and review of policies/procedures within the Ward/Directorate.

Plan, review and implement patient care as part of the multidisciplinary team

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources.
Maintaining up-to-date clinical skills and knowledge.
Deputising for the band 6 and band 7 nurse as directed.

11. COMMUNICATIONS AND RELATIONSHIPS

INTERNAL;

The post holder will liaise regularly with the patient, their relatives and the multidisciplinary team involved with the provision of care.

Other relevant departments within the Division e.g. Infection Control re advice on specific issues e.g. MRSA, Pharmacy for medication advice, Supplies re ordering of stock, Estates re reporting of faults within ward area., Staff side organisations.

District Liaison Nurse/Discharge Facilitator.

Medical staff.

EXTERNAL;

Social services physios and occupational therapists re pt discharge.

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

PHYSICAL SKILLS:

Administer intra-muscular and subcutaneous injections, syringe pumps and infusion devices.

Insertion of urinary catheters.

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Wound dressings.

Removal of redivac drains.

Removal of sutures.

PHYSICAL DEMANDS;

Physical manual handling of patients and the movement of patients with mechanical aids.

Pushing theatre trolleys, dressing trolleys and wheelchairs.

Stand/walking for the majority of the shift.

Physical movements of the bed, linen buggies etc.

MENTAL DEMANDS;

Communication with all members of the Multi Disciplinary Team.

Retention and knowledge of information.

Concentration required when checking patient notes/calculating drug dosages and checking other relevant documentation.

Meeting patients and relatives emotional and educational needs

EMOTIONAL DEMANDS;

Caring for patient's pre/postoperatively.

Caring for patients having received a poor prognosis.

Communication and caring for patients/relatives that are distressed/anxious/displaying challenging behaviour

Balancing staff personal needs with development wishes and workload needs

WORKING CONDITIONS;

Exposure to body fluids e.g. wound exudate, faeces, urine etc.

Exposure to physical/verbal aggression from patients/relatives.

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

First Level Registered Nurse

Evidence of further education

The postholder will be required to demonstrate excellent team working skills with ability to use own initiative.

Effective listening and interpersonal skills.

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:

Head of Department Signature:

Date:

Date: