

NHS Lothian
Job Description

1. Job Identification

Job Title:	Staff Nurse
Responsible to:	Senior Charge Nurse
Department(s):	East Lothian Step Down Unit
Directorate:	East Lothian Health and Social Care Partnership
Operating Division:	
Job Reference:	P-GM-R03-NUR2
No of Job Holders:	
Last Update:	Feb 2020

2. Job Purpose

As part of a multidisciplinary team the post holder will have responsibility to ensure the delivery of high quality care to patients by the assessment of care needs, the development of programmes of care, the implementation and the evaluation of these programmes.

In the absence of the Deputy/Ward Manager the post holder may be required to provide cover to ensure effective operation of the ward.

3. Dimensions

Financial:
Day-to-day responsibility for managing patients' funds held at ward level or the safekeeping of patients house keys kept in the community.
Use NHS supplies cost-effectively.

Staffing:
Supervision and mentoring of junior staff and students

4. Organisational Position

Service Manager Acute Care

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Senior Charge Nurse

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Deputy Charge Nurse

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Staff Nurse

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Nursing Assistant

5. ROLE OF DEPARTMENT

To provide nursing care, as an integral part of a multidisciplinary programme, to patients within this twenty bedded step down facility throughout the 24-hour period to patients who are waiting on nursing home care or to return home once a care package has been secured. Patients may also be admitted who need slow stream rehabilitation prior to returning home or moving into a care home.

6. KEY RESULT AREAS

1. To assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stages of the patients journey to ensure patients receive a high standard of nursing care.
2. To organise own workload and workload of others within the team to ensure the patients care needs are met and systems of teamwork are maintained.
3. To lead the nursing team, in the absence of the Deputy/Ward Manager and act as a source of advice to ensure smooth organisation so patients and their relatives receive a high standard of prescribed care.
4. Support, guide and direct junior members of the team to appropriately provide holistic nursing care for patients.
5. To contribute to the arrangements for patient admissions and discharges so that patients are admitted according to the ward procedures and discharges are fully planned.
6. To implement and maintain, as part of the multidisciplinary team, policies, procedures, standards and protocols of the clinical area to ensure adherence to, and delivery of the highest level of patient care at all times.
7. To participate in audit systems to monitor the delivery and standards of care given to patients and their families.

8. To have direct involvement in the provision of education and development of pre-registration, appropriate post-registration students and other members of the disciplinary team to ensure that appropriate learning opportunities are provided and students feel supported.
9. To appropriately and efficiently use NHS supplies so resources are used economically.
10. To maintain effective written and verbal communications with patients, relatives and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented.
11. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.

7a. EQUIPMENT AND MACHINERY

Responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problems are identified these are escalated to the appropriate person to ensure resolved so that all equipment is fit for purpose.

[insert list of key/specialised equipment and machinery used within role – this list should not be exhaustive]

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- Patient information recording systems ie TRAK
- Risk assessments – DATIX
- Staff bank ordering system

New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service.

The post-holder will work without direct supervision and will delegate work to other members of the nursing team as necessary.

The post holder's work will be assigned by the line manager although the post holder will manage their own daily workload.

The post holder will be responsible to the Deputy/Ward Manager for clinical guidance and professional management, work review and formal appraisal of performance.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to clinically assess patients to establish any changes, inform other members of the multidisciplinary team as necessary and plan subsequent care.

The post holder is expected to anticipate problems in meeting patients' care needs and resolve them autonomously / within the nursing team or seek advice from a more senior nurse.

The post holder, once they have completed symptomatic relief training, makes clinical judgements about the administration of medicines covered by a symptomatic relief prescription.

In the absence of the Deputy/Ward Manager allocates work and deployment of staff.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Managing the demands of direct and indirect patient care within available resources.

Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.

In the absence of the Deputy/Ward Manager providing leadership to ensure the effective operation of the area.

Managing patients who are displaying behavioural problems.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The patient, their relatives and the multidisciplinary team involved in the provision of care.
- Nursing staff regarding patient care, allocation of work, workload issues.
- Other relevant departments within the division e.g. Facilities, Estates, Domestic Services

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

Examples may include:

Physical Skills:

Skills required undertake clinical interventions e.g. administer intravenous injections and or intramuscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management. (this list is not exhaustive and will vary depending on clinical area)

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.
Push trolleys, wheelchairs.
Stand/walking for the majority of shift.

Mental Demands:

Concentration required when checking documents including prescriptions; writing patient records; and dispensing, calculating doses and administering medication.
Frequent interruptions from patients / relatives / team members.
Concentration required when observing patient behaviours which may be unpredictable.

Emotional Demands:

Communicating with distressed / anxious / worried patients and relatives.
Caring for patients and supporting relatives following receipt of bad news.
Supporting junior staff / colleagues in the work environment.
Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.
Caring for the terminally ill.

Working Conditions:

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (several times each shift)
Exposure to verbal and physical aggression from patients and relatives / other visitors.
Exposure to infections and temperature variations.

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

Registered Nurse

Team-working skills and the ability to work using own initiative.

Effective communication and 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:

NHS Lothian
Post: Staff Nurse Band 5
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	<ul style="list-style-type: none"> • Good communication (verbal and written) skills • Ability to establish good working relationships with a wide variety of professionals and disciplines • Ability to work independently and use initiative • Ability to work flexibly as part of a team 		
Qualifications and Training	<ul style="list-style-type: none"> • 1st Level Registered Nurse • Evidence of professional development • Consideration of own learning needs 	<ul style="list-style-type: none"> • Degree or working towards degree. 	
Experience and Knowledge		<ul style="list-style-type: none"> • Particular interest in working with the elderly. 	
Skills and/or Abilities	<ul style="list-style-type: none"> • Understanding of the importance of team working. • Understanding of Registered Nurse role • Consistently high standard of nursing care • A level of English language, competency and communication skills required to perform this role safely and effectively 		
Specific Job Requirements	<ul style="list-style-type: none"> • Flexible in approach to work • Committed to ongoing personal and career development • Willing to undertake further education, training and development relevant to the post. • Satisfactory attendance over the past two years. 		

Key – how assessed

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