

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.

Criteria	Essential	Desirable	How assessed
Personal Traits	<ul style="list-style-type: none"> •Team player •Flexible •Excellent Communication skills •Commitment to high standard of care •Compassionate •Comfortable working in a multidisciplinary team environment 		A, I, R
Qualifications and Training	<ul style="list-style-type: none"> •RGN with current NMC registration •Knowledge of NMC Guidelines •Current Best Practice 	Previous nursing experience Evidence of Continuous Professional Development <ul style="list-style-type: none"> • Commitment to ongoing Education/Training • Updated and active EKSF 	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none"> •Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse. • Understanding of equality & diversity and how to apply it to self. • Understanding of NMC Code of Practice and requirements of it • Effective experience from student placements. 	Previous nursing experience	A, I
Skills and/or Abilities	<ul style="list-style-type: none"> • <input type="checkbox"/> Demonstrates effective nursing practice in all basic registered nurse procedures. • Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times. • Able to prioritise own workload and that of others as appropriate. • Able to work under own initiative 	<ul style="list-style-type: none"> •ECG •Venepuncture •Cannulation •IT Skills •Enthusiasm to learn and develop 	A, C, I, R

	<p>within boundaries of role.</p> <ul style="list-style-type: none"> • Demonstrates awareness of importance of working as part of a team. • □ Demonstrates awareness of research-based practice. • Demonstrates ability to maintain confidentiality at all times. • Demonstrates awareness of audit and quality issues and able to apply this. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed. • Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team. • Motivated, and able to articulate reasons for desire, to work in this clinical area. • Able to supervise HCSW and students effectively when required • Willing to work in other clinical areas as and when required 		
Specific Job Requirements	<ul style="list-style-type: none"> • Involves direct contact with body fluids, on a number of occasions per shift. • Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc • Involves risk of verbal aggression from patients & relatives 	Other non health care experience that would add to life skills to undertake job	A, I, R

Key – how assessed

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

1. JOB IDENTIFICATION

Job Title:	Staff Nurse (Band 5)
Responsible to:	senior Charge Nurse
Department(s):	ENT Outpatient Department
Directorate:	Outpatients & Associated Services
Operating Division:	Acute
Job Reference:	L-GEN-NM-NS-SN
No of Job Holders:	6

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 / Charge Nurse the post holder may be required to provide cover to ensure effective operation of the ward.

3. DIMENSIONS

o provide a high quality, safe and supportive environment in order to care for patients within a specialist outpatient department meeting the patient's needs. Ensuring the highest standard of patient care and management.

Provides in principal a service to Lothian and has regular patient referrals for the South East of Scotland and at times the whole of Scotland

The Directorate of Outpatients and Associated Services sits within the Acute Services within NHS Lothian. This Directorate is responsible for:-

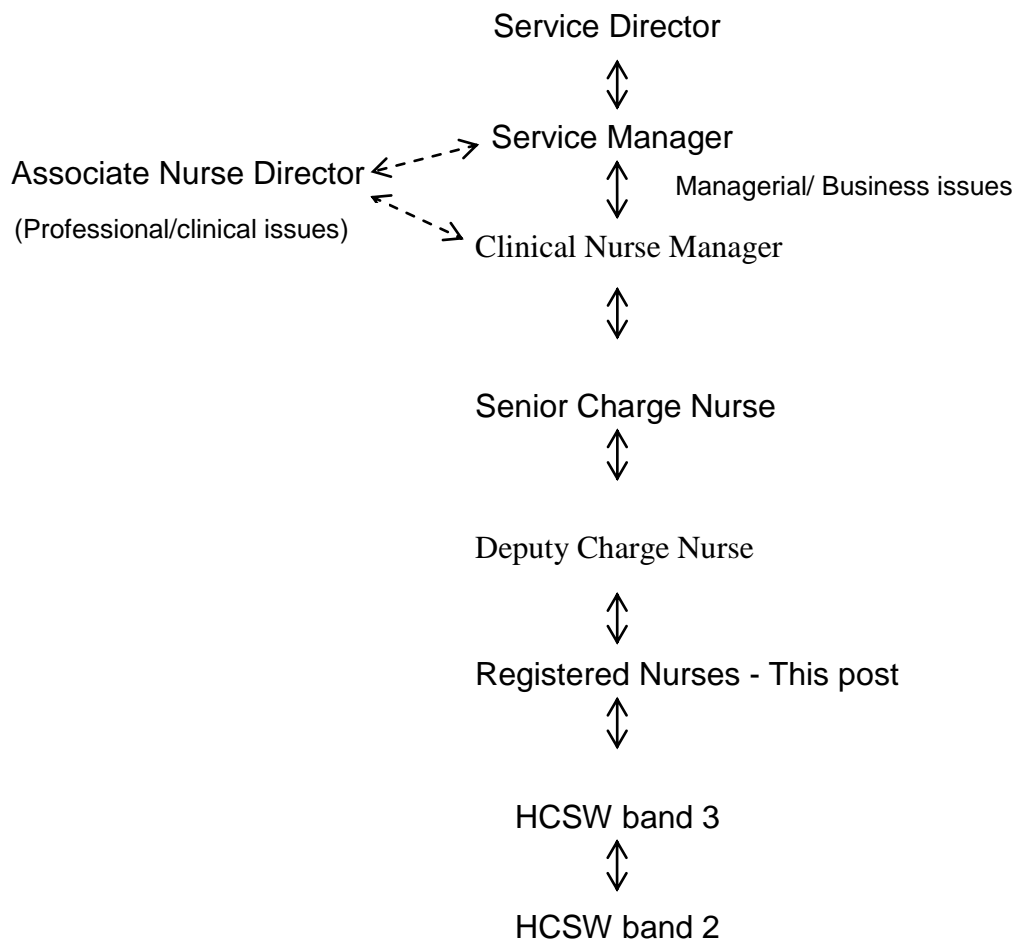
- The management of all external healthcare provision to ensure that adequate resources are available to meet waiting times legislation and benchmark services ensuring they provide value for money, (Circa £8-10M per annum)
- The operational management of Outpatient Services across NHS Lothian to effect the implementation of standardised, efficient and patient-centred pathways and processes. Ensure compliance with all governance standards Delivering effective and efficient clinical services (in excess of 1 Million patient attendances per annum)
- Leadership of implementation of the Modern Outpatient Strategy and the modernisation of outpatient services to reflect changes in roles and priorities across primary and secondary care.
- The management of acute Diabetic and Endocrinology and Dermatology services across Lothian, ensuring the service is patient centred and responsive to the needs of these long term conditions patient groups.(£13.4M budget)
- The redesign of outpatient services across NHS Lothian, standardising processes to

optimise capacity and exploring and implementing new ways of working to optimise the experience for the patient. (the redesign of models of care affecting 68,000 patient attendances)

- The management and further development of the Lothian Flow Centre for all acute services in NHS Lothian, which supports the incoming and discharging flow of patients in real time across all sites (125,000 calls per annum and 101,000 patient/general transport journeys.)

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

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The management and further development of the Lothian Flow Centre for all acute services in NHS Lothian, which supports the incoming and discharging flow of patients in real time across all sites (125,000 calls per annum and 101,000 patient/general transport journeys.)To provide a specialist ENT Outpatient service to Edinburgh and the Lothian's

To provide a high quality, safe and supportive environment in order to care for patients within Ear Nose and Throat outpatient department problems meeting the identified physical and psychosocial needs.

To provide a nurse led ENT preadmission which serves adolescent and adult patients from a supra-regional area including Mid and East Lothian, Fife, Dumfries and Borders. West Lothian patients are mainly pre-assessed at the St John's preadmission service.

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 / Charge Nurse and act as a source of advice to ensure smooth organisation so patients and their relatives receive a high standard of prescribed care.
4. To 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 an overall awareness of potential risks within the ward area assessing these at all times (including patient behaviours and working environment) to ensure the health and safety of patients, visitors and staff and compliance with related legislation and guidelines.
9. To have direct involvement in the provision of education and development of pre-registration, appropriate post-registration students and other members of the multidisciplinary team to ensure that appropriate learning opportunities are provided and students feel supported. To participate in the PDPR processes for junior members of the team.
10. To order supplies and supplementary staff ensuring that resources are used appropriately and efficiently at all times.
11. Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as division policy.
12. 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.
13. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.
14. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The postholder will be expected to be 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 problem are identified these resolved so that all equipment is fit for purpose.

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.

Risk assessments.

Supplies and equipment ordering systems.

Staff bank ordering system.

Note: New equipment 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 / Charge Nurse 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 / Charge Nurse allocates work and deployment of staff.

Participate in the appraisal process through Personal Development Planning and review in line with the Knowledge and Skills Framework.

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 / Charge Nurse 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 to 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; updating 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.

Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.

Caring for patients and supporting relatives following receipt of bad news.

Caring for the terminally ill.

Supporting junior staff / colleagues in the work environment.

Working Conditions:

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (several times each shift).

Potential 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

Date:

Head of Department Signature:

Date: