

Edinburgh Health & Social Care Partnership

JOB DESCRIPTION

1. JOB IDENTIFICATION

P-COE-FE-NUR2

Job Title: Registered Nurse

Responsible to: Charge Nurse/Ward Manager

Department(s): Frail Elderly

Directorate: Edinburgh Health & Social Care Partnership (EHSCP)

Operating Division: Hospital based Complex clinical Care (HBCCC)

Job Reference:

No. of Job Holders: 1

Last Update: June 2019

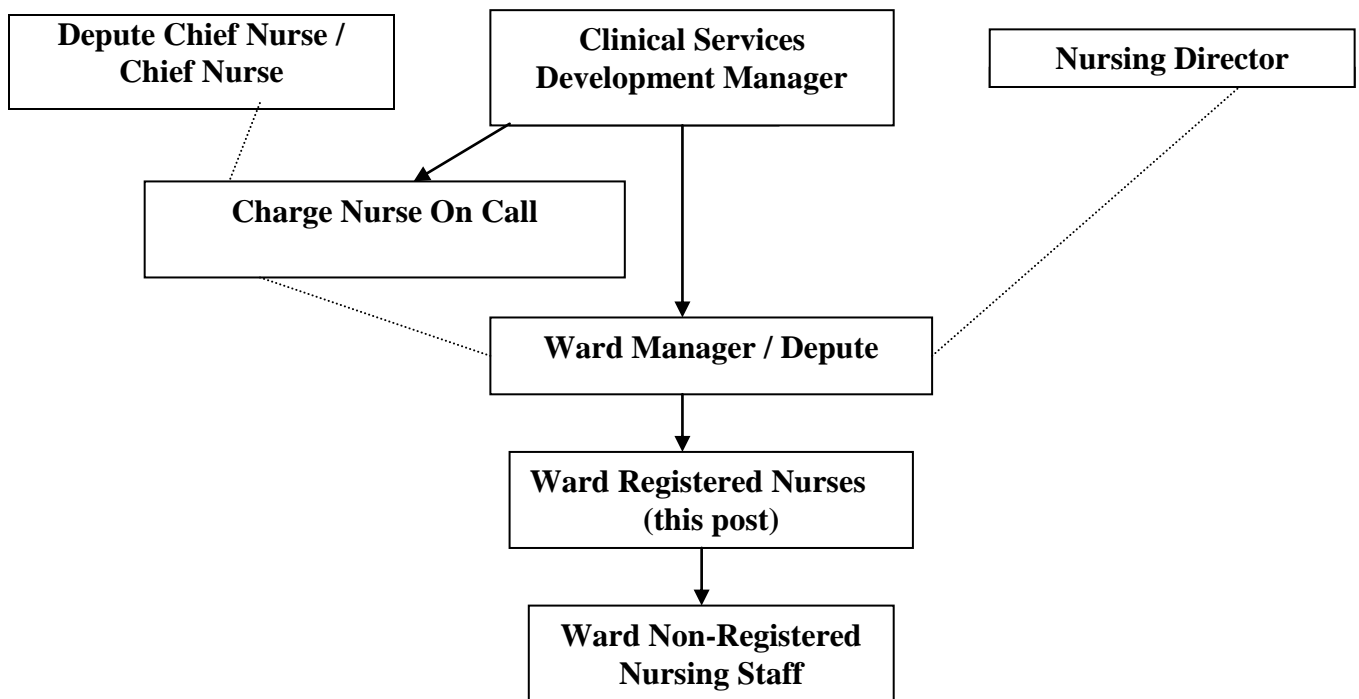
2. JOB PURPOSE

The postholder is responsible for providing nursing care under the direction of the Ward Manager. They are responsible for the assessment of care needs, the development of programmes of care and the implementation and evaluation of these programmes. They are responsible, in the absence of the Ward Manager, to assume responsibility for the ward area. The postholder is required to carry out all relevant forms of care without direct supervision. Postholders, at this level, will be expected to supervise unregistered members of staff and students. They will also be required to demonstrate procedures to registered and non registered members of staff.

3. DIMENSIONS

- Regularly manages the day-to-day organisation of the ward area.
- Contributes to the achievement and monitoring of care standards.
- Responsible at any given time for the nursing care of frail older people.
- Provides guidance and liaises with non-clinical staff, e.g., portering, domestic, regarding the operational management of the ward on a specific shift.
- Deals with patient's funds on a day-to-day basis.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide nursing care for older people requiring Hospital Based Complex Clinical Care, interim or intermediate care

6. KEY RESULT AREAS

6.1 *Managing the Service*

- To support the improvement of service to ensure clinical effectiveness and the delivery of patient care, including all aspects of record keeping and administration.
- Contribute towards the implementation of change in services and systems.
- Promote a positive approach to risk management and ensure compliance with relevant policies.
- To effectively support the management of the nursing resource to ensure that appropriate skill mix is maintained and to contribute to monitoring the ward budget, ensuring provision of a high quality and cost effective service.
- Participate in delegated functions such as occasionally co-ordinating the clinical area and regularly being responsible for managing care within the ward.

6.1 *Managing the Service (contd.)*

- To liaise with non-clinical departments such as portering, domestic, catering and health & safety to ensure patients are cared for in a clean and safe environment.
- To participate and co-operate with annual multi-professional audit and develop action plans to ensure that relevant issues are progressed.

6.2 *Managing People*

- Contribute to the development of the nursing team, individual and self, to enhance performance.
- Plan, allocate and evaluate work carried out by team, individual and self.
- Create, maintain and enhance effective working relationships.

6.3 *Managing Resources*

- Have an awareness of the use of resources.
- Regularly manages the ward and, occasionally, the clinical area.

6.4 *Managing Information*

- Seek, evaluate and organise information for action.
- Utilise information to solve problems and make decisions.
- Provide regular feedback and report any changes to the Ward Manager or multi-professional team, as appropriate.
- Maintains close liaison with the Ward Manager on all relevant clinical and management issues.

6.5 *Teamworking*

- Lead and promote team development to enhance performance.
- Participates in the development of the team and helps maintain positive working relationships within the clinical area.
- Takes responsibility for orientation and training of other team members under the direction of the Ward Manager.

7a. EQUIPMENT AND MACHINERY

The Nurse is expected to have knowledge of all equipment used in the area. Examples of equipment and machinery used are as follows:

Specialised:

Syringe Drivers.
Enteral feeding tubes and pumps.
Suctioning equipment.

Generic:

Range of hoists and other manual handling equipment.
Pressure reducing / relieving mattresses, static and electrical.
Wheelchairs and specialist seating.
Syringes / needles / intravenous infusions.
Urinary catheters, continence products.
Wound dressings.
Medical gas delivery systems and oxygen saturation monitors.
Blood glucose monitors.
Weighing scales.

7b. SYSTEMS

Nursing staff duty rotas in co-operation with the Ward Manager.
Authorisation of rosters for bank and overtime shifts
Maintenance of patient records and reports.
Patient dependency monitoring.
Delayed discharge reporting.
Pressure sore prevalence reporting.

8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service.

The postholder will work without direct supervision.

Some work will be self-generated.

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

9. DECISIONS AND JUDGEMENTS

The postholder is expected to clinically and professionally, occasionally, anticipate problems or needs in managing the ward or clinical area and resolve them autonomously, e.g., nursing care for patients, staff management, utilisation of resources.

The postholder has the discretion to make decisions regarding patient care within clinical/professional guidelines and as part of the multi-disciplinary team while reporting to the Ward Manager.

The postholder, occasionally, utilises resources and deploys staff to ensure correct and effective use of available skill mix.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Managing staff on a day-to-day basis.

On a day-to-day basis, managing direct and indirect patient care within existing resources.

Dealing with emotional demands of nursing terminally ill patients and caring for their relatives/carer's.

In some areas, dealing with behaviorally demanding patients.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The postholder will be expected to communicate and liaise with the patient, their relatives and the multi-disciplinary team involved in the provision of care.

Nursing staff - patient care, allocation of work, workload issues.

Other relevant departments within the Division, e.g., Facilities, Estates, Supplies, Human Resources, Fire Officer, Infection Control, Tissue Viability and other Specialist Nurses.

External:

Staff in referring wards (other hospitals).

Community services, social services and other relevant external agencies - regarding patient care.

In cases of Private Finance Initiatives, partnership working with building's owners.

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

Physical Skills:

Administer medicines, injections, syringe drivers, intravenous infusions and blood transfusions.
Administer enteral tube feeding.
Insert urinary catheters.
Apply wound dressings.
Manual handling techniques.

Physical Demands:

Physical manual handling of patient, patient movement with use of mechanical aides.
Push wheelchairs and other mobile equipment.
Stand/walk for the majority of shift.

Mental Demands:

Retention and communication of knowledge and information.
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.
Additional time and effort required encouraging and educating patients to increase independence, including frequent repetition of instructions.

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.
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

Evidence of professional development / education in care of the older people's nursing.
Team-working skills and the ability to motivate others and 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 postholder to whom the job description applies.

Postholder's Signature: _____ Date: _____

Head of Department Signature: _____ Date: _____



EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
EMPLOYEE SPECIFICATION FOR - REGISTERED NURSE (BAND 5)

CATEGORIES	EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST	
	Essential	Desirable
1. PHYSICAL / HEALTH	<ul style="list-style-type: none"> • Good attendance record. • Articulate. • Pleasant manner. • Smart appearance. • Ability to carry out physical duties required for the post 	
2. TRAINING (Including Qualifications)	<ul style="list-style-type: none"> • Registered Nurse in one of the following:- • Mental Health • Adult • Learning Disabilities • Evidence of continuing professional development 	
3. PREVIOUS EXPERIENCE (‘Paid’ and ‘Voluntary’ work)		<ul style="list-style-type: none"> • Experience and knowledge of palliative nursing.
4. SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Communication skills. • Organisational skills and ability to manage time and prioritise workload. • Team working skills. • Ability to make decisions and use initiative. • Ability to deputise for the charge nurse. 	<ul style="list-style-type: none"> • IT skills
5. OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Approachable and enthusiastic. • Flexibility. • Genuine interest in older people • Commitment to professional development. 	
6. DISQUALIFIERS	<ul style="list-style-type: none"> • Inability to commit to full shift patterns including internal rotation • Inability to comply with European Working Time Regulations 	