

1. JOB IDENTIFICATION

Job Title:	Staff Nurse (Band 5)
Responsible to:	Senior Charge Nurse
Department(s):	Inpatient
Directorate:	Learning Disabilities Service
Operating Division:	REAS
Job Reference:	L-GEN-NM-LD-SN
No of Job Holders:	90

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 Senior Charge Nurse the post holder may be required to provide cover to ensure effective operation of the clinical area.

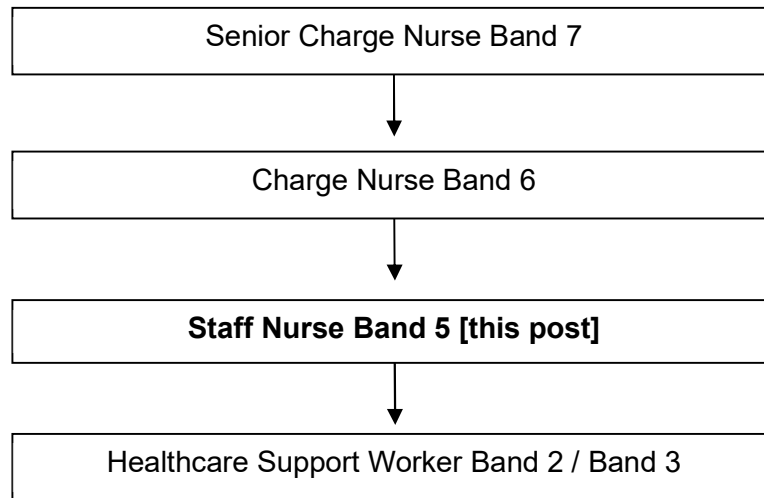
3. DIMENSIONS

The post holder will

- provide high quality nursing care to patients with a variety of physical and psychological clinical needs
- manage risks that are known, that are emerging and that are dynamic in nature
- work in conjunction with the Senior Charge Nurse to manage the nursing team
- supervise and mentor junior staff and students
- be responsible for, and monitor the use of resources available, and orders of supplies and sundries.
- have day-to-day responsibility for managing patients' funds held at ward level

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



Key: —→ represents professional accountability

5. ROLE OF DEPARTMENT

The Learning Disabilities Service provides specialist health care advice, care and treatment relating to the person's learning disability across the life span. It supports other NHS services and care agencies to provide mainstream services to people with learning disabilities to enable health improvement, reduce risk and improve quality of life.

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 Charge Nurse / Team 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. To support, guide and direct junior members of the team to appropriately provide holistic nursing care for patients ensuring robust risk assessment.
5. To contribute to the arrangements for patient admissions and discharges so that patients are admitted according to the clinical area 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. Providing mentorship and clinical supervision
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 per NHS Lothian policy (if appropriate).
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, as per NMC fitness to 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:

- maintenance of patient records
- for ordering stores and supplies
- Risk assessments
- eLearning modules – personal development
- Intranet and internet – access to policies

Note: 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 / team 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 Charge Nurse / Team Manager 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 Charge Nurse / Team Manager providing leadership to ensure the effective operation of the area.

Managing patients who are displaying risk behavioural problems.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicate verbally and in writing to members of the multidisciplinary team - members of Health and social care partnership teams; 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

Examples may include:

Physical Skills:

Skills required to undertake clinical interventions e.g. administer intra-muscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management (having completed competency).

Manual handling and management of violence and aggression on a daily basis including e.g. safely manoeuvre patients some of whom may be highly dependant, manoeuvring wheelchairs, hoists, moving clinical equipment, control and restraint.

(this list is not exhaustive and will vary depending on clinical area).

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolley's, 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 and providing ongoing risk assessment.

1:1 conversations with patient's up to one hour at a time.

Leading group work with patient's.

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

Daily exposure to verbal and physical aggression from patients and relatives / other visitors. (several times each shift).

Exposure to infections and temperature variations.

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

Registered Nurse with NMC – Learning Disability.

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

Effective communication and time management skills.

Management of violence and aggression training - level 3 control and restraint.

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:

NHS Lothian

Post: L-GEN-NM-LD-SN - 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"> Understands and demonstrates NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes Ability to work flexibly and independently Communication skills Commitment to high standards of care Leadership qualities 	<p>Evidence of motivational skills to ensure collaborative working</p> <p>Experience of working in partnership across agencies</p>	A, I, R
Qualifications and Training	<ul style="list-style-type: none"> RNLD with current NMC Registration Evidence of continuing professional development Commitment to undertake service specific competencies 	<p>Experience of working with clients with profound and multiple learning disabilities and associated health issues such as Epilepsy</p> <p>Post qualifying experience in relevant area</p>	A, C, I
Experience and Knowledge	<ul style="list-style-type: none"> Experience of quality improvement Experience managing conflict and dealing with competing priorities Experience in leading a team 	Evidence of research audit experience	A, I, R
Skills and/or Abilities	<ul style="list-style-type: none"> Listening and interpersonal skills Able to motivate others Time management skills/ability to priorities workload Evidence of problem solving skills Competent in standard IT packages 	<p>Experience in supporting nursing staff through PDP and appraisal process</p> <p>Demonstrates clear professional judgement and decision making</p>	A, I, C, P, R
Specific Job Requirements	<ul style="list-style-type: none"> Excellent time management / prioritising skills Concentration when assessing patients and planning care 		A, I

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