

**NHS Lothian**  
**Post: Staff Nurse Band 5**  
**Midlothian Community Hospital**  
**PERSON SPECIFICATION**

**Experience or Qualities Sought for this Post**

<b>Categories</b>	<b>Essential</b>	<b>Desirable</b>
1. Training (Including Qualifications)	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Level Registered Nurse</li> <li>• Evidence of professional development and/or further education relevant to post</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Degree level or working towards degree</li> <li>• Evidence of further education in Old age mental health</li> </ul>
2. Previous Experience (Paid & Voluntary Work)	<ul style="list-style-type: none"> <li>• Experience in working in old age mental health services.</li> <li>• Experience in dealing with stress and distress behaviours.</li> </ul>	
3. Physical / Health	<ul style="list-style-type: none"> <li>• Maintains good health and fitness due to physical requirements of care provision and occasions of low level restraint.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent violence and aggression training.</li> </ul>
4. Skills & Abilities	<ul style="list-style-type: none"> <li>• Effective organisational and communication skills</li> <li>• Teaching skills</li> <li>• A level of English language competency and communication skills required to perform this role safely and effectively</li> <li>• Able to use initiative and to work independently without direct supervision</li> <li>• IT skills appropriate to the post</li> <li>• Able to assess and manage risk appropriately</li> <li>• Excellent time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of clinical skills relevant to post, which may include; CDM, non medical prescribing.</li> <li>• Experience of working within a nurse-led unit</li> <li>• Knowledge and experience of audit of nursing practice</li> <li>• Able to provide clinical supervision, support and advice to colleagues</li> </ul>
5. Other Requirements	<ul style="list-style-type: none"> <li>• Able to work flexibly throughout NHS Lothian</li> <li>• Innovative</li> <li>• Enthusiastic and motivated</li> <li>• Demonstrates leadership ability</li> <li>• Flexible working pattern</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant NHS Lothian policies.</li> </ul>

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Mental Health Staff Nurse

Responsible to: Senior Charge Nurse / Team Manager

Department(s): Penny Lane Ward, Midlothian Community Hospital

Directorate: Midlothian Health & Social Care Partnership

Operating Division:

Job Reference: **L-GEN-NM-MH-SN**

No of Job Holders:

Last Update:

### 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 / Team Manager the post holder may be required to provide cover to ensure effective operation of the clinical area.

### 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.  
Ordering of supplies and supplementary staffing.

Staffing:  
Supervision and mentoring of junior staff and students

### 4. ORGANISATIONAL POSITION

Head of Health

Clinical Services Development Manager

Ward Manager/Deputy Ward Manager

**Staff Nurse (this post)**

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## **5. ROLE OF DEPARTMENT**

To provide a high quality, safe and supportive environment for Care of the elderly mental health inpatients.

## **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 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
9. To order supplies and supplementary staff ensuring that resources are used appropriately and efficiently at all times.
10. Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as NHS Lothian policy (if appropriate).
11. 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.
12. 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.

### 7a. EQUIPMENT AND MACHINERY

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

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.

This would include computers and other communication aids

Clinical equipment e.g. electronic blood pressure monitoring

- . Syringes
- Blood sugar monitoring
- weighing equipment
- Personal Alarm Systems
- Manual handling equipment/hoists

This list is not 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 system 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 Senior Charge Nurse / 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.

The postholder will communicate with patients with mental health problems who may be hostile or antagonistic.

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**

### **Physical Skills:**

Administer intra-muscular and subcutaneous injections

Management of Violence and aggression

Be physically fit to fulfil the duties of a Staff Nurse

### **Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients

Push trolley's, etc

Stand/walking for the majority of shift.

### **Mental Demands:**

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.

Concentration required when observing patient behaviours which may be unpredictable

### **Emotional Demands:**

Communicating with distressed/anxious/worried patients/relatives.

Caring for patients following receipt of bad news.

### **Working Conditions:**

Provide full physical care to an individual where the need arises.

Exposure to verbal and physical aggression potentially on a daily

Exposure to body fluids on a daily working basis

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

Registered Nurse with NMC – Mental Health

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: