

## 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	Acts as a positive role model for staff.	Evidence of motivational skills to ensure collaborative working.	A,I,R
Qualifications and Training	First Level Registered nurse  Educated to degree level  Post registration professional practice in keeping with the key result areas of the role  IT skills		A,C,I,R
Experience and Knowledge	Experience in performing individual performance review.	Evidence of leading projects or influencing individual staff groups	A, I
Skills and/or Abilities	Evidence of professional leadership and team working.  Evidence of problem solving within post holders existing role		A,I,R
Specific Job Requirements	Requirement to make risk assessments relating to care on a daily basis.		A,I,R

#### Key – how assessed

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

**JOB DESCRIPTION**  
**Band 5**

**1. JOB IDENTIFICATION**

Job Title: Staff Nurse Band 5  
Responsible to: Senior Charge Nurse  
Department: Wards 201, 202 & 203  
Directorate: Medicine of the Elderly  
Operating Division: Lothian University Hospitals Division  
Job Reference:  
No of Job Holders: 13 WTE  
Last Update: June 2012

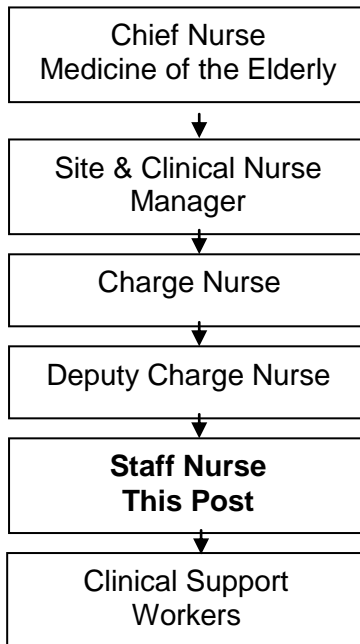
**2. JOB PURPOSE**

- As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of care plans and the implementation and evaluation of these, ensuring the delivery of high quality care to patients.
- The post holder has responsibility and accountability for maintaining both clinical and staff governance.

**3. DIMENSIONS**

- The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.
- The post holder will have junior staff/learners reporting to them on patient care.
- The post holder will supervise junior members of staff, learners, patients and carers.
- The post holder's primary post will be within an acute Medicine of the Elderly clinical area.
- The post holder may be moved to any Medicine of the Elderly ward as service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

- Wards 201, 202 and 203 are Acute Medicine of the Elderly wards, which accept patients from Combined Assessment or through referral from internal specialties and occasional direct admission.
- During the patient's stay, patients shall be assessed by the multi-disciplinary team and prescribed treatment. They receive nursing, paramedical and medical interventions.
- To provide a high quality, safe and supportive environment in order to care for patients within Medicine of the Elderly meeting the identified physical and psycho-social needs.

## **6. KEY RESULT AREAS**

### Professional

- Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct.
- Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

### Clinical

- Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care.
- Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.
- Work within the defined policies, procedures, standards and protocols of the Ward, Department Directorate and Division and report outcomes to senior nursing staff to enable monitoring of standards of care
- Organise own workload to ensure that the interests of patients/clients are met.
- Participate in clinical audit and research as required.
- Develop and maintain a sound knowledge base and practice relevant to the clinical setting.

### Managerial

- Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
- Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.
- Supervise junior staff / learners and act as a source of advice to ensure their educational needs are met.
- Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.
- Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as division policy.
- Participate in orientation and appraisal of junior colleagues and learners.

### Education

- Demonstrate a commitment to personal continuing professional development and actively participate in professional personal development plans.
- Participate in teaching programmes, mentoring of junior colleagues and learners.

## 7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

<b>Generic</b>	<b>Specialised</b>	<b>Very Specialised</b>
Television Bedside Unit	Hoists – Encore, Maxi/Arjo	Bladder Scanner
Fridge	Bath hoist	Cardiac Monitor
Ice Machine	Infusion Devices – Alaris, Asena, Graseby	3 & 12 lead Electrocardiograph
Nursing Call System	Blood Pressure Machine	Central Venous Pressure Monitoring
Database /Computers	Glucometer	Nebuliser
Fire Equipment	Suction Equipment	BiPAP
Pat Slides	Nimbus Pressure Mattress	Intubation Equipment
Supreme 104 Water Boiler	Enteral Feeding Pump	Respiratory Rate Monitoring
Walking Aids	Humified Therapy	
Oxygen Cylinders	Non Invasive Ventilator	
Raised Toilet Seats	Defibrillator – semi-automatic & manual	
Glide Sheets	Pulse Oximeter	
X Ray boxes	Repose Boots	
Electrically Controlled Chair/Bed	Shower Chairs	
Wheelchairs	Weighing Scales	
Trolleys	Syringe Drivers	
Fax Machine		
Samhall Turner		

## 7b. SYSTEMS

- Maintenance of patient records
- Patient administration system
- Human Resource administration system (em-power) – update training template
- APEX Laboratory System – results of specimens
- DATIX Intranet – to report incidents
- Internet/Intranet for both work and personal use.
- TRAK

## **8. ASSIGNMENT AND REVIEW OF WORK**

- The Post holders work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.
- The post holder will be responsible to the Senior Chare Nurse who will provide clinical guidance, professional management, work review and formal appraisal of performance.
- Workload will be assigned by the Senior Chare Nurse or Deputy however the post holder will have responsibility for managing their defined workload within their professional body.

## **9. DECISIONS AND JUDGEMENTS**

- Analysis and assessment of patient condition to establish the continuing care plan.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area.
- Maintaining up-to-date clinical skills and knowledge.
- Addressing the equality and diversity needs of patients and staff.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

### Internal:

The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communicate with the Senior Nurse/Ward Manager regarding patient condition, workload issues and personal development.

Communicate with other relevant departments, which will include Estates, Supplies, Human Resources, Fire Officer, Infection Control, education departments Health and Safety regarding issues in clinical area and personal development.

### External:

Social Services regarding patient discharge.

Scottish Ambulance Service regarding patient transport.

Community Health Practitioners regarding patient care.

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

### **Physical Skills:**

- Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.
- Insertion of urinary catheters.
- Placement of naso-gastric tubes.
- 12-lead ECGs.
- Intravenous cannulae / venepuncture.
- Intravenous additives.
- Blood Glucose monitoring.
- Intermediate Life Support

### **Physical Demands:**

- Patient movement with use of mechanical aides, manoeuvre patients.
- Push trolley's, wheelchairs.
- Stand/walking for the majority of shift.
- Activities of daily living.
- Ergonomics.
- Escort patients both within and out with the Royal Infirmary site

### **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.
- Time management.
- Communication difficulties (multicultural, deaf, blind)

### **Emotional Demands:**

- Communicating with distressed/anxious/worried patients/relatives.
- Communicating complex issues with the multidisciplinary team.
- Caring for the terminally ill.
- Caring for patients and relatives following receipt of bad news.
- Personal / interpersonal stressors.
- Spiritual care of patients and colleagues.

### **Working Conditions:**

- Exposure to body fluids several times each shift.
- Exposure to verbal aggression high frequency.
- Temperature / air quality of working environment.
- Ergonomics.

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

- First Level Registered Nurse (adult,)
- Evidence of team working skills with ability to work using own initiative.
- IT literate
- Effective listening and interpersonal skills.
- Demonstrable Time management skills/ability to prioritise workload.

**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: