

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 • 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 within boundaries of role. • Demonstrates awareness of importance of working as part of a team. • <input type="checkbox"/> Demonstrates awareness of research-based practice. • Demonstrates ability to maintain confidentiality at all times. • Demonstrates awareness of audit and 	<ul style="list-style-type: none"> •ECG •Venapuncture •Cannulation •IT Skills •Enthusiasm to learn and develop 	A, C, I, R

	<p>quality issues and able to apply this.</p> <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

JOB DESCRIPTION TEMPLATE

WLD-Surgical-Nur10
SurSN2

1. JOB IDENTIFICATION

Job Title: Staff Nurse Band 5
Responsible to: Ward Manager
Department(s): Ward 19A
Directorate: Head and Neck
Operating Division: West Lothian Division
Job Reference: WLD-Surical-Nur10
No of Job Holders:
Last Update Jan 16

2. JOB PURPOSE

As part of multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients undergoing both elective and emergency ENT surgery and conservative treatment of associated medical conditions and trauma.

3. DIMENSIONS

The Head and Neck Directorate includes regional specialist units- ENT, plastic surgery, oro-maxilla facial surgery, ophthalmology and burn care.

4. ORGANISATIONAL POSITION

Clinical Nurse Manager
|
Senior Charge Nurse
|
Deputy Charge Nurse

Staff Nurse [This Post]

Other members of the nursing team

5. ROLE OF DEPARTMENT

Regional ENT service for south-east Scotland (adults)

To provide a high quality, safe and supportive environment in order to care for adult patients with ENT complaints / injuries including identified physical, psychosocial and rehabilitation needs of all patients within the area.

6. KEY RESULT AREAS

1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients and to ensure delivery of a high standard of care.
2. To monitor standards of care within the defined policies, procedures, standards and protocols of the ward, directorate, NMC and division to ensure adherence to, and delivery of a safe and high quality service.
3. To take charge of the ward in the absence of the Ward Manager managing the daily responsibilities to ensure the smooth running of the ward.
4. To supervise and support junior staff/students who are providing care to patients and act as a source of advice to ensure that their educational needs are met.
5. To undertake teaching qualified and unqualified nursing staff, including basic and post-basic students, and participate in the implementation of staff personal
6. Responsible for maintaining patient records within agreed standards.
7. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.
8. To participate in all aspects of the rehabilitation of the ENT patient.
9. With appropriate training and support, assist with surgical procedures within the ward area.

10. To have a wide spread knowledge and manage appropriately all patients requiring tracheostomy/laryngectomy care.

7a. EQUIPMENT AND MACHINERY

The Staff Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement of all listed equipment.

GENERIC:

Resuscitation equipment. [Oxygen cylinders/suction]

Electric bed frames and therapeutic mattresses.

All infusion pumps e.g. BBraun pumps, PCA pumps, syringe drivers.

Feeding pumps, blood glucose monitors, weighing scales.

Digital thermometers, Omron Blood Pressure recording Monitors.

A variety of moving and handling equipment e.g. patient hoist, pat slides, wheelchairs, theatre trolleys, dressing trolleys etc.

Access to homer system. [Update ward utilisation etc.]

Specialised beds – air-fluidised etc

Non-invasive/invasive monitoring within ward 7

Pulse oxymeters

Naso Endoscopic equipment

Stand aids

VAC pump wound management system

7b. SYSTEMS

Maintenance of patient records/patient administration via Homer System.

TRAK – input of patient data re results reporting system.

SSTS

Ibase photography system

8. ASSIGNMENT AND REVIEW OF WORK

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

Workload will be assigned by the Ward manger or Deputy however the Staff Nurse will have responsibility for managing defined workload within professional guidelines.

The post holder will delegate/allocate work to the rest of the ward team, in the absence of senior staff.

9. DECISIONS AND JUDGEMENTS

Assessment of patient condition to establish any change.

Analyses of patient condition and subsequent planning of care re any clinical changes.

In the absence of senior nursing staff allocation of work and deployment of staff.

Participate in the development, implementation and review of policies/procedures within Ward/Directorate.

Plan, review and implement patient care as part of the multidisciplinary team

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources.

Maintaining up-to-date clinical skills and knowledge.

Deputising for the Ward Manager as directed.

Caring for clients with diverse psychological and social problems.

11. COMMUNICATIONS AND RELATIONSHIPS

INTERNAL;

The post holder will liaise regularly with the patient, their relatives and the multidisciplinary team involved with the provision of care.

Other relevant departments within the Division e.g. Infection Control re advice on specific issues e.g. MRSA, Pharmacy for medication advice, Supplies re ordering of stock, Estates re reporting of faults within ward area., Staff side organisations.

District Liaison Nurse/Discharge Facilitator.

Medical staff.

ITU – practical advice/assistance

Physiotherapists

Occupational therapy

Psychologists

Nurse teachers

EXTERNAL;

Social services re pt discharge.

Advisory capacity to nursing/medical colleagues in outlying clinics, hospitals, practices

Liasing with referring hospitals/GPs

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

PHYSICAL SKILLS:

Administer intra-muscular and subcutaneous injections, syringe pumps and infusion devices.

Insertion of urinary catheters.

Insertion of naso gastric tubes.

Insertion of feeding tubes.

Wound dressings.

Removal of redivac drains.

Removal of sutures.

IV bolus injections

Preparation of infusion pumps

Recovery of patients post-anaesthesia

Removal of staples

Venepuncture/cannulation

PHYSICAL DEMANDS;

Physical manual handling of patients and the movement of patients with mechanical aids.

Pushing theatre trolleys, dressing trolleys and wheelchairs.

Stand/walking for the majority of the shift.

Physical movements of the bed, linen buggies etc.

Adherence to strict daily/weekly cleaning protocols

Working within a warm, humid environment

MENTAL DEMANDS;

Communication with all members of the Multi Disciplinary Team.

Retention and knowledge of information.

Concentration required when checking patient notes/calculating drug dosages and checking other relevant documentation.

EMOTIONAL DEMANDS;

Caring for patient's pre/postoperatively.

Caring for patients having received a poor prognosis.

Caring for the terminally ill.

Communication and caring for patients/relatives that are distressed/anxious/displaying challenging behaviour

Balancing staff personal needs with development wishes and workload needs

Caring for patients with altered body image

Caring for patients with psychiatric problems/suffering alcohol withdrawal

WORKING CONDITIONS;

Exposure to body fluids e.g. wound exudate, faeces, urine etc.

Exposure to physical/verbal aggression from patients/relatives

Hot, humid environment.

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

First Level Registered Nurse Band 5 experience desirable.

Evidence of further education

The postholder will be required to demonstrate excellent team working skills with ability to use own initiative.

Effective listening and interpersonal skills.

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:

Head of Department Signature:

Date:

Date: