

**NHS Lothian**

**Post: Band 5 Staff Nurse Community Hospital St Michaels/Baillie Wing**

**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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	Works effectively within a team with good communication skills. Motivated and committed to further development of skills and knowledge . Flexible and adaptable Well presented at interview	As previous	A/I
Qualifications and Training	RGN Evidence of continuing education and experience Willing to participate in Development opportunities relevant to this post	RGN Evidence of additional study to degree level	C
Experience and Knowledge	Knowledge of a Community Hospital setting Palliative care Care rounding Releasing time to care CQI and audits	Evidence of undertaking mentorship role	A/R/I
Skills and/or Abilities	Knowledge of leadership & audits Dementia training Palliative training Mentor students	Understanding of clinical governance Clinical skills relevant to role	A/C/I
Specific Job Requirements	Leadership Knowledge of audits Flexible working hours Lead by example Relate to staff 's needs Follow NHS policy and procedures work well with multi-disciplinary team		A/C

**Key – how assessed**

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

# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

Job Title:	<b>Staff Nurse (Band 5)</b>
Responsible to:	Senior Charge Nurse
Department(s):	Community Hospitals
Directorate:	WLHSCP
Operating Division:	WLHSCP
Job Reference:	<b>L-GEN-NM-NS-SN</b>
No of Job Holders:	10

## 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 Deputy / Charge Nurse the post holder may be required to provide cover to ensure effective operation of the ward.

## 3. DIMENSIONS

West Lothian Health and Social Care Partnership have 2 adults and older people Community Hospital sites St Michaels Hospital in Linlithgow which is a 22 bedded unit and Baillie Wing Tippethill House which is 30 bedded unit.

Band 5 staff nurse will be responsible for working with a team of registered and unregistered nurses to provide person centred care for patients requiring care within our community hospitals, we accept patients who require Hospital Based Complex Care and those who require support at end of life as well as community admissions via REACT. You will be responsible for leading a team on each shift and in absence of senior staff taking charge of unit on a shift by shift basis.

Supervision and mentoring of junior staff and students

Financial/Budgetary

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.

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

Chief Nurse

General Manager

CNM

SCN

DCN

This post

Band 2 CSW

#### 5. ROLE OF DEPARTMENT

To provide assessment, monitoring and nursing care to those clients who present with health problems where in-patient elderly continuing care and/or palliative care is judged to be necessary

#### 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 Deputy / Charge Nurse 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.
5. To contribute to the arrangements for patient admissions and discharges so that patients are admitted according to the ward 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.

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 division policy.

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.

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:

Patient information recording systems.

Risk assessments.

Supplies and equipment ordering systems.

Staff bank ordering system.

**Note:** New equipment 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 / Charge Nurse 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 Deputy / Charge Nurse 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 Deputy / Charge Nurse providing leadership to ensure the effective operation of the area.

Managing patients who are displaying behavioural problems.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; 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 OF THE JOB**

Examples may include:

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intravenous injections and or intra-muscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management. (this list is not exhaustive and will vary depending on clinical area).

### **Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys, 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.

### **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 (several times each shift).

Potential 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**

Registered Nurse.  
Team-working skills and the ability to 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 jobholder to whom the job description applies.

Job Holder's Signature

Date:

Head of Department Signature:

Date: