

JOB DESCRIPTION

Band 5 – Ward 54

WESTERN GENERAL HOSPITAL

1. JOB IDENTIFICATION

Job Title: Staff Nurse - Band 5

Responsible to: Senior Charge Nurse – Band 7

Department(s): Respiratory/Cardiology

Directorate: Medicine & Associated Services, WGH

Operating Division: Lothian University Hospitals Division

Job Reference:

No of Job Holders: 20.49 WTE

Last Update : 7 February 2014

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients. In the absence of the Senior Charge Nurse have continuing responsibility for the management of a ward area including supervision and deployment of staff.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

3. DIMENSIONS

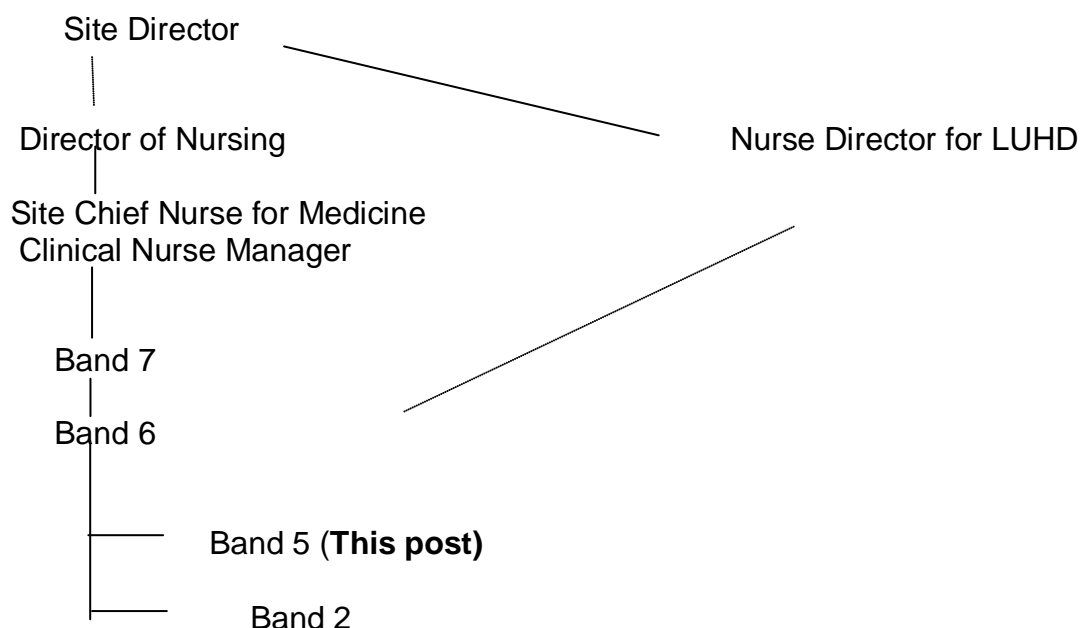
The post holder's primary post will be within Ward 54, a dual speciality 35 bedded Respiratory (29 beds) and Cardiology (6 beds), incorporating the National Cystic Fibrosis Service

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.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Ward 54 is part of the Respiratory Directorate, which delivers a comprehensive specialist service for patients with acute, chronic and palliative respiratory disorders and other medical problems complicated by these conditions providing a service to Lothian and the East of Scotland. The Cystic Fibrosis Unit is supported by an extremely knowledgeable multi disciplinary team who support the ward team in delivering specialist care & advice to this patient group.

To provide a high quality, safe and supportive environment in order to care for patients within Respiratory & Cardiology directorate 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. Ensure individualised care plans are in place for all patients in the designated clinical area.

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 the 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 person 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.

Generic	<u>Specialised</u>	<u>Very Specialised</u>
Television Bedside Unit	Hoists – Encore, Maxi/Arjo	Bladder Scanner
Fridge	Bath hoist	Cardiac Monitor
Ice Machine	Infusion Devices – Alaris, Asana, 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	NIPPV
Supreme 104 Water Boiler	Enteral Feeding Pump	Intubation Equipment
Walking Aids	Humified Therapy	Respiratory Rate Monitoring
Oxygen Cylinders	Non Invasive Ventilator	BIRD
Raised Toilet Seats	Defibrillator – semi-automatic & manual	Blood Gas analyser
Glide Sheets	Pulse Oximeter	Sputum Traps
X Ray boxes	Repose Boots	
Electrically Controlled Chair/Bed	Shower Chairs	
Wheelchairs	Weighing Scales	
Trolleys	Syringe Drivers McKinley	
Fax Machine	FP3 masks	
Samhall Turner		

7b. SYSTEMS

Maintenance of patient records & TRAK system
patient administration system
Human Resource Administration system – update training template
DATIX Intranet – to report incidents
APEX Laboratory System - result of specimens
Internet/Intranet – for both work and personal use

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 Charge Nurse who will provide clinical guidance and professional management, work review and formal appraisal of performance.

The Senior Charge Nurse or Deputy Charge Nurse will assign workload; 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 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 quality 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/Senior Charge Nurse regarding patient condition, workload issues and personal development.

Communicate with other relevant departments which will include the 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 ECG's.

Intravenous cannulation / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Intermediate life support.

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys/wheelchairs.

Stand/walking for the majority of shift.

Activities of daily living.

Ergonomics.

Escort patients both within and outwith Western General 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. Effective listening and interpersonal skills. 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: Head of Department Signature:	Date: Date:

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 <ul style="list-style-type: none"> • 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"> •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. 	<ul style="list-style-type: none"> •ECG •Venapuncture •Cannulation •IT Skills •Enthusiasm to learn and develop 	A, C, I, R

	<ul style="list-style-type: none"> • Able to work under own initiative within boundaries of role. • Demonstrates awareness of importance of working as part of a team. • Demonstrates awareness of research-based practice. • Demonstrates ability to maintain confidentiality at all times. • Demonstrates awareness of audit and quality issues and able to apply this. <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