

## JOB DESCRIPTION TEMPLATE

### Band 5

#### 1. JOB IDENTIFICATION

Job Title: Staff Nurse Band 5

Responsible to Charge Nurse Band 7

Department(s): Ward 15

Directorate: Acute Medicine

Operating Division: Medical and Associated Services Division LUHD

Job Reference: U-MD-ACM-026-NUR3

No of Job Holders: 20.3 wte

Last Update : 12.9.12

#### 2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the ward manager or deputy take charge of the clinical area to ensure effective operation of the ward/department.

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

#### 3. DIMENSIONS

##### **Primary Post:**

The post holder will work within the Acute Medical directorate based on the WGH site. The ward has a 30 bedded clinical area

In the absence of the Ward Manager the post holder has management responsibility for 30 beds and 6 nursing staff within the clinical setting area.

The post holder will have junior staff reporting to them (registered nurses/non-registered nurses and learners), who will also require supervision.

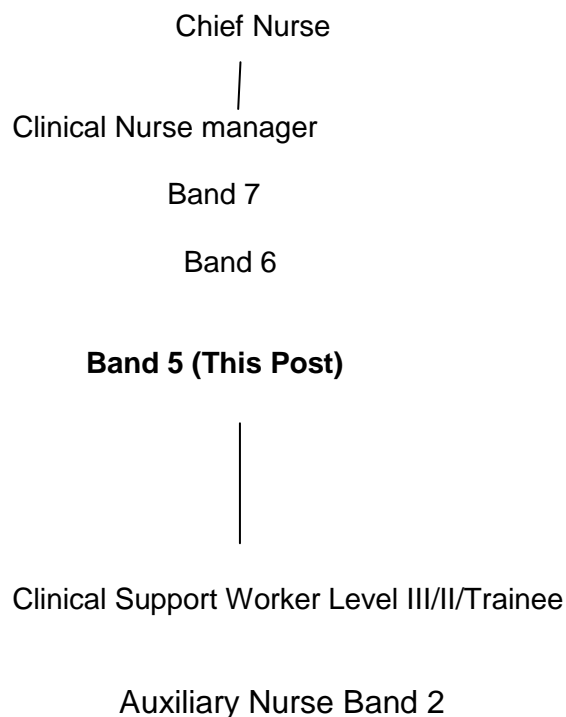
The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial envelope.

##### **Generic overall:**

The post holder may be required to work within any of the Lothian Acute Services pertaining to their field

and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital, Royal Victoria Hospital, Liberton Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To assist in the diagnostic procedure, in conjunction with medical staff and to liaise with other members of the MDT to facilitate recovery and rehabilitation of the acutely ill medical patient as quickly and efficiently as possible.

To provide a high quality, safe and supportive environment in order to care for patients within Ward 26 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 care plans for patients to ensure delivery of a high standard of care.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

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.

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**

In the absence of the Charge Nurse/Deputy Charge Nurse, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.

Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.

Ensure patients property and valuables that are received by the ward for safe keeping are secured and processed as division policy.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.

### **Education**

Undertake teaching of registered and non-registered nursing staff, including pre and post registration students, and participate in the implementation of staff personal development plans to facilitate ongoing development.

Demonstrate a commitment to personal continuing professional development, and actively participate in Performance Review/appraisal.

Lead motivate develop and support the nursing team, utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff are met.

## 7a. EQUIPMENT AND MACHINERY

Post Holder is expected to have a knowledge and ability to use equipment in the area, however may not have daily clinical involvement.

<b>Generic</b>	<u>Specialised</u>	<u>Very Specialised</u>
Television Bedside Unit	Hoists – Encore, Sara, Maxi/Arjo	Cardiac Monitor
Fridge	Bath hoist	Pulse Oximeter
Ice Machine	Infusion Devices – Alaris, Asena, Grazeby.	Defibrillator – semi automatic and manual
Nursing Call System	Blood Pressure Machine	Electrocardiograph
Database /Computers	Glucometer	Central Venous Pressure Monitoring
Fire Equipment	Suction Equipment	Doppler
Pat Slides	Nimbus Pressure Mattress	Blood Warmers
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)	Repose Boots	Intubation Equipment
Oxygen Cylinders	Humified Therapy	Respiratory Rate Monitoring
Raised Toilet Seats		Blood Gas Analyser
Pat Slides		Infusion Devices: Syringe Drivers Patient Controlled Analgesia Pumps
Glide Sheets		
X Ray boxes		
Electrically Controlled Chair		
Wheelchairs		
Trolleys		

## 7b. SYSTEMS

Maintenance of patient records

Local patient administration system

Human Resource Administration system – updating training record.

DATIX Intranet - reporting incidents

Apex Laboratory System – results of specimens

Internet and Intranet – work and personal use

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

The Post holders work is generated from the, 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 Ward Manager who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Ward Manager 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 team in the absence of more senior staff.

## **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to make clinical and professional autonomous decisions on a daily basis.

Provide clinical and professional advice to the multidisciplinary team.

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

Work within ones own limitations

## **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.

Maintain up-to-date clinical skills and knowledge.

Motivate and empower junior staff.

Address the equality and diversity needs of patients and staff.

In the absence of the Charge Nurse/Deputy Charge Nurse take charge of the clinical area to ensure the effective operation of the ward/department.

## **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 and Risk Management 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

Staff use the subjects in the following sections frequently :

**Physical Skills:**

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Removal of sutures / clips.

Placement of naso-gastric tubes.

12-lead ECGs.

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Basic life support.

Semi-automatic Defibrillator.

Advanced maintenance of patient's airway (ambu-bagging).

Tracheostomy care.

**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.

**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)  
Developed leadership skills.  
Developed responsibility skills.

**Emotional Demands:**

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

**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, with relevant experience demonstrating the appropriate competencies and skills for the job.  
Evidence of further education/Continuous Professional Development  
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:

Date:

Head of Department Signature:

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"> <li>•Team player</li> <li>•Flexible</li> <li>•Excellent Communication skills</li> <li>•Commitment to high standard of care</li> <li>•Compassionate</li> <li>•Comfortable working in a multidisciplinary team environment</li> </ul>		A, I, R
Qualifications and Training	<ul style="list-style-type: none"> <li>•RGN with current NMC registration</li> <li>•Knowledge of NMC Guidelines</li> <li>•Current Best Practice</li> </ul>	Previous nursing experience Evidence of Continuous Professional Development <ul style="list-style-type: none"> <li>• Commitment to ongoing Education/Training</li> <li>• Updated and active EKSF</li> </ul>	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none"> <li>•Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse.</li> <li>• Understanding of equality &amp; diversity and how to apply it to self.</li> <li>• Understanding of NMC Code of Practice and requirements of it</li> <li>• Effective experience from student placements.</li> </ul>	Previous nursing experience	A, I
Skills and/or Abilities	<ul style="list-style-type: none"> <li>•<input type="checkbox"/> Demonstrates effective nursing practice in all basic registered nurse procedures.</li> <li>• Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity &amp; respect is maintained at all times.</li> <li>• Able to prioritise own workload and that of others as appropriate.</li> <li>• Able to work under own initiative</li> </ul>	<ul style="list-style-type: none"> <li>•ECG</li> <li>•Venapuncture</li> <li>•Cannulation</li> <li>•IT Skills</li> <li>•Enthusiasm to learn and develop</li> </ul>	A, C, I, R



	<p>within boundaries of role.</p> <ul style="list-style-type: none"> <li>• Demonstrates awareness of importance of working as part of a team.</li> <li>• <input type="checkbox"/> Demonstrates awareness of research-based practice.</li> <li>• Demonstrates ability to maintain confidentiality at all times.</li> <li>• Demonstrates awareness of audit and quality issues and able to apply this.</li> </ul> <p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed.</li> <li>• Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team.</li> <li>• Motivated, and able to articulate reasons for desire, to work in this clinical area.</li> <li>• Able to supervise HCSW and students effectively when required</li> <li>• Willing to work in other clinical areas as and when required</li> </ul>		
Specific Job Requirements	<ul style="list-style-type: none"> <li>• Involves direct contact with body fluids, on a number of occasions per shift.</li> <li>• Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc</li> <li>• Involves risk of verbal aggression from patients &amp; relatives</li> </ul>	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