

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Staff Nurse – **Band 5**

Responsible to: **Clinical Leader - Band 7**

Department(s): **Day Surgery Ward**

Directorate: **Critical Services**

Operating Division: **Lothian University Hospitals Division**

Job Reference:

No of Job Holders:

Last Update (insert date):

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 Clinical Lead/Team Lead or deputy take charge of the clinical area to ensure effective operation of the department.

The post holder may be expected to participate in duty rosters consisting of day, late and night shift working, where required.

3. DIMENSIONS

Primary Post:

The post holder will work within the Critical Services directorate in LUHD.

In the absence of the Clinical Lead/Team Leader the post holder has management responsibility for wte 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

Director of Operation

Chief Nurse

Nurse Director LUHD

Clinical Manager

Clinical lead

Band 6

Band 5 – this post

5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within the Perioperative environment from perioperative assessment to post-discharge support, meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

The post holder will require to meet all Key Result Areas and develop competencies further to meet the needs of the clinical specialty

Professional

Practice at all times within the Nursing and Midwifery or Health Professional 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 Department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Ensure that all written documentation within the unit is clear, concise and timely and complies with NMC Standards for Records and Record keeping.

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.

Understand and learn the need for skilled pre assessment of patients leading to running nurse led pre assessment clinics autonomously. Demonstrate effective assessment of patients and initiate appropriate management plan for individual patients. Provide relevant information and health promotion advice, order tests/investigations and act on results in a timely manner, and where required, liaise with appropriate members of the medical/specialist team.

Recognise and respond to clinical emergency utilising skills learnt to assist in clinical emergency

Continue to demonstrate effective recovery skills to assess, monitor and care for the immediate post-operative patient, effectively transferring the patient into the care of the appropriate receiving practitioner.

Recognise and act appropriately on post operative complications.

Nurse led discharge – demonstrate effective assessment of patient's fitness for discharge following criteria and using clinical judgement, and where appropriate, liaise with senior nurse and/or medical staff.

Provide relevant information and reassurance to patient and carer prior to discharge home.

Provide selected patients with a telephone service of post discharge advice and support.

Managerial

In the absence of the Clinical Lead / Team Leader, 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.

Participate in audit activity and development and update of integrated care pathways.

Ensure patients property and valuables that are received by the Department 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.

Report all accidents, incidents, complaints involving patients, carers, staff to senior nurse and commence enquiries and/or documentation as necessary.

Participate in risk assessment and update on Health and Safety legislature and policies with particular regard to COSHH, Fire, RIDDOR, Infection control and Moving and Handling.

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

See attached equipment list

7b. SYSTEMS

- Maintaining patient records – Through out the perioperative phase of the patient journey
- ORSOS – inputting theatre utilisation and patient information data
- DATIX / Incident forms – in putting information onto system
- Ordering & Stock Control within dept – supplies and pharmacy
- Compiling Duty Rotas
- 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 Clinical Lead who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Clinical Lead or Deputy however this post holder 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.

Be able to respond to unpredictable/ emergency situations by taking effective action.

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.

Managing fast throughput of patients.

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 Clinical Lead / Team Leader take charge of the clinical area to ensure the effective operation of the department.

Relationships with the multidisciplinary team due the dynamic complexity of the work/environment.

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 Clinical Lead / Team Leader regarding patient condition, workload issues and personal development.

Communicate with other relevant departments which will include, clinical ward areas, Radiology Departments, Physiotherapy, Blood Transfusion Service, Laboratory Service, Hospital Sterilisation and Decontamination Unit, Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education departments Health and Safety regarding issues in clinical area and personal development 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

Family Planning Clinics

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

Physical Skills

- Demonstrate a good understanding of the requirements of Day Surgery/23hr nursing
- Administer medicines, intravenous injections and or intra-muscular injections, syringe pumps and infusions.
- Good manual dexterity
- Being able to react quickly in an emergency situation
- 12-lead ECGs
- Intravenous cannulae/venepuncture
- Intravenous additives
- Blood Glucose monitoring

- Basic Life Support
- Semi-automatic Defibrillator

Physical effort

- Frequent moving & handling of conscious and unconscious patients.
- Patient movement with use of mechanical aides, manoeuvre patients.
- Standing for long period of time.
- Push trolley's, wheelchairs
- Standing/walking for the majority of the shift.
- Activities of daily living.
- Ergonomics.

Physical hazards

- 'Post subject to statutory health surveillance – skin checks'

Mental demands

- Being able to concentrate for long periods of time
- Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from team members.
- Developed leadership skills.
- Developed responsibility skills.

Emotional demands

- Maintaining an equilibrium of control in response to working within a high pressure area
- Dealing with emotional demands following perioperative death

Environmental and working conditions

- Constant exposure to body fluids and rigid adherence to standard precautions
- Exposure to x-ray
- Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress.

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

The post holder will require one of the following qualifications:

- First Level Registered Nurse – (adult)

Additionally, the post holder will be expected to have the following:

- Evidence of continual professional development

N.B. All Operating Department Practitioners will require to be registered with the HPC prior to taking up employment with the Trust

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:

LOTHIAN UNIVERSITY HOSPITALS NHS TRUST EMPLOYEE SPECIFICATION



Directorate: _____

Site: _____

Candidate Name/Post: _____ **/ Band 5 (at least 1 year post registration experience)**

	Essential	Desirable	Evidence	Score
Qualifications and post basic education:	Registered Nurse Evidence of continuing education. Completion of 'Flying Start' programme.	Post Basic Course Project work associated with surgical/day surgery environment Evidence of study at degree level	Check/copy NMC and registration certificate Application form Professional portfolio	
Experience:	A minimum of 1 year experience in surgery (2yrs in job description) Motivated to work in day surgery Evidence of undertaking mentorship role Evidence of achieving KSF foundation gateway.	Experience in orthopaedic, general and gynaecological day surgery Stage 1 recovery Preoperative assessment	Application form Interview	
Knowledge & Skills:	Motivated to continue professional development notably within day surgery. Proven ability to organise workload and delegate tasks appropriately. Able to use initiative. Demonstrate attention to detail. Well developed written and verbal communication skills Demonstrate Clinical Decision making skills within limitations of experience. Demonstrate competence in clinical skills: Venepuncture, intravenous therapies, ECG, SEWS/SBAR Understanding of Clinical Governance issues.	Exposure and experience in information technology	Application form Interview	
Personal Attributes:	Able to work effectively within a team situation. Motivated and committed to further development of skills and knowledge. Flexible, reliable and adaptable incl night duty rotation and weekends Responsible, accountable, caring, considerate, friendly, honest/open, sincere, enthusiastic		Interview	

- Scoring Key**
- 5) **Showed multiple clear evidence of meeting the criteria required and all of those in the desirable category (where applicable)**
 - 4) **Showed clear evidence of meeting the criteria required and some of those in the desirable category (where applicable)**
 - 3) **Showed more positive than negative evidence of meeting the required criteria**
 - 2) **Showed sufficient negative evidence to be judged lacking in ability to meet the required criteria**
 - 1) **Showed multiple clear evidence of a likely lack of competence in relation to the required criteria.**

Signed _____ **Print Name** _____ **Date** _____

Signed _____ **Print Name** _____ **Date** _____

**LOTHIAN UNIVERSITY HOSPITALS NHS TRUST
EMPLOYEE SPECIFICATION**

Directorate: _____

Site: _____

Candidate Name/Post: _____ / Band 5 (at least 1 year post registration experience)

