

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Staff Nurse (Band 5)
Responsible to:	Deputy Charge Nurse
Department(s):	Out patient department 4
Directorate:	Outpatients & Associated Services
Operating Division:	Acute
Job Reference:	L-GEN-NM-NS-SN
No of Job Holders:	7

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

The Outpatients Department 4 encompasses a wide range of specialties including General surgery, Vascular , Gastrointestinal , Endocrinology , Hepatobiliary , GI Cancer and Renal & Transplant which also include live donor assessment

Minor surgical procedures and speciality dressings are supported by suitably qualified nurses within the department

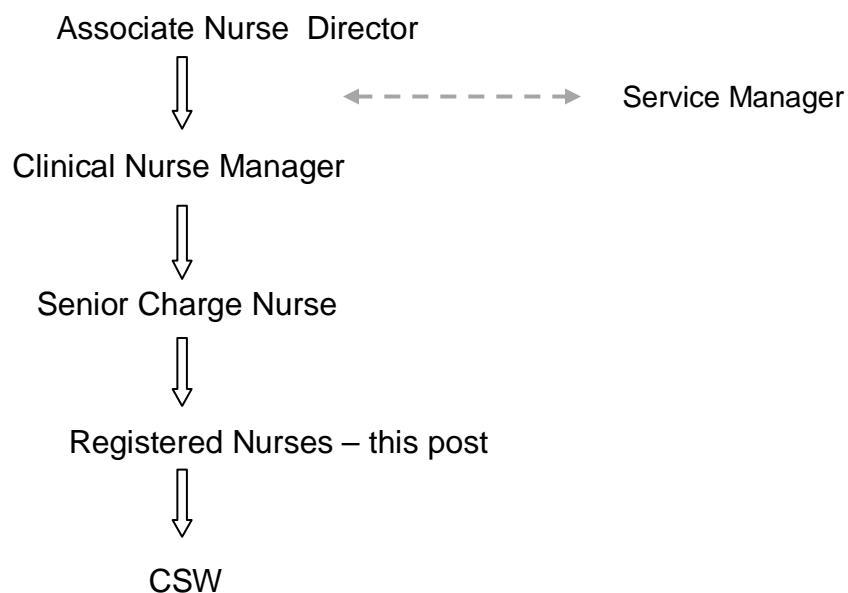
Staffing responsibilities:
Supervision and mentoring of junior staff, CSWs and students

Financial/Budgetary

The post holder will not have a budget however will require to monitor the use of resources available and work within the financial envelope. Ensuring that equipment is maintained and stock managed to ensure economical use of resources.

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



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within a specialist outpatient department meeting the patient's needs. Ensuring the highest standard of patient care and management.

Provides in principal a service to Lothian and has regular patient referrals for the South East of Scotland and at times the whole of Scotland

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
<p>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.</p> <p>In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:</p> <p>The patient, their relatives and the multidisciplinary team involved in the provision of care. Nursing staff regarding patient care, allocation of work, workload issues.</p> <p>Other relevant departments within the division e.g. Facilities, Estates, Domestic Services.</p>
12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB
<p>Examples may include:</p> <p>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).</p> <p>Physical Demands: Patient movement with use of mechanical aides, manoeuvre patients. Push trolleys, wheelchairs. Stand/walking for the majority of shift.</p> <p>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.</p> <p>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.</p> <p>Working Conditions: Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (several times each shift).</p>

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 Head of Department Signature:	 Date: Date:

NHS Lothian
Post: Staff Nurse Band 5
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"> • Good communication (verbal and written) skills • Ability to establish good working relationships with a wide variety of professionals and disciplines • Ability to work independently and use initiative • Ability to work flexibly as part of a team 		A, I & R
Qualifications and Training	<ul style="list-style-type: none"> • 1st Level Registered Nurse • Evidence of professional development • Consideration of own learning needs 	<ul style="list-style-type: none"> • Degree or working towards degree. 	A & C
Experience and Knowledge		<ul style="list-style-type: none"> • Achievement of foundation gateway KSF dimensions, levels and indicators. • Particular interest in working within Outpatients. 	A & I
Skills and/or Abilities	<ul style="list-style-type: none"> • Understanding of the importance of team working. • Understanding of Registered Nurse role • Consistently high standard of nursing care • A level of English language, competency and communication skills required to perform this role safely and effectively 		A & I
Specific Job Requirements	<ul style="list-style-type: none"> • Flexible in approach to work • Committed to ongoing personal and career development • Willing to undertake further education, training and development relevant to the post. • Satisfactory attendance over the past two years. 	<ul style="list-style-type: none"> • Completed mentorship programme 	A, C, I & R

Key – how assessed

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

