

**NHS Lothian**  
**EAST Lothian COMMUNITY HEALTH PARTNERSHIP**

**EMPLOYEE SPECIFICATION FOR THE POST OF: Staff Nurse – Band 5**

CATEGORIES	EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST
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	ESSENTIAL	DESIRABLE
1. PHYSICAL / HEALTH	<ul style="list-style-type: none"> <li>Maintains good health</li> </ul>	
2. TRAINING (including Qualifications)	<ul style="list-style-type: none"> <li>1<sup>st</sup> Level Registered Nurse</li> <li>Evidence of professional development</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level or working towards degree</li> <li>Evidence of clinical supervision.</li> <li>Mentorship training.</li> </ul>
3. PREVIOUS EXPERIENCE (Paid and Voluntary work)	<ul style="list-style-type: none"> <li>2 years post registration</li> </ul>	<ul style="list-style-type: none"> <li>Minor Injuries experience</li> <li>Medicine of the Elderly</li> </ul>
4.SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Teaching skills</li> <li>A level of English language, competency and communication skills required to perform this role safely and effectively</li> </ul>	<ul style="list-style-type: none"> <li>Venepuncture</li> <li>Cannulation</li> </ul>
5. OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>Innovative</li> <li>Enthusiastic</li> <li>Demonstrates leadership ability</li> </ul>	
6. DISQUALIFIERS		

# NHS Lothian Primary and Community Division

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Band 5 staff nurse

Responsible to: Ward Charge Nurse

Department(s): Ward Edington Hospital

Directorate: GP Ward / 24hr minor injuries/acute illness clinic

Operating Division: Lothian Primary & Community Division

Job Reference:

No of Job Holders:

Last Update: December 2004

### 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 ward charge nurse provide cover to ensure effective operation of the ward and minor injuries clinic.

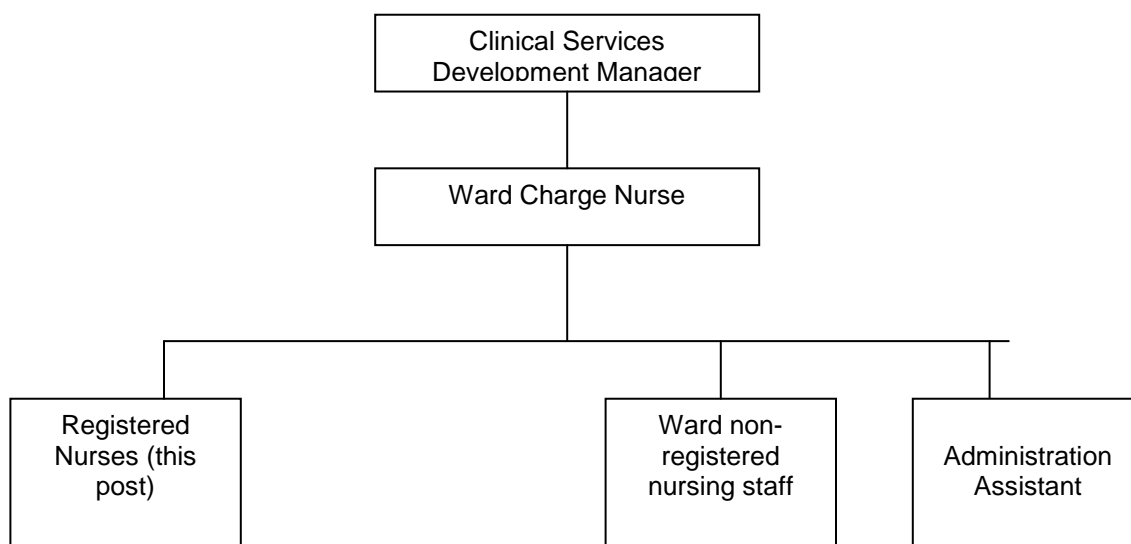
Professionally responsible for the assessment of care needs and maintenance of optimal care outcomes for the patients presenting with minor injuries and acute illness.

### 3. DIMENSIONS

- When in charge of the ward leads a team of 2 – 3 (depending on the shift) other registered and non-registered nursing staff.
- Number of Beds –9 plus outpatient / minor injuries/acute illness clinic.
- 1700 patient attendances approx.
- Has day-to-day responsibility for managing patients' funds held at ward level.
- Uses ward supplies cost-effectively and assist in the ordering of supplies.
- Contributes to the achievement and monitoring of care standards.
- Has responsibility for organising care packages.
- Has responsibility for assessing, treating and discharging MIU/acute illness clinic.

Takes decision when to refer to medical services.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To provide nursing care as an integral part of the multidisciplinary team for patients in the ward throughout a 24 hour period and acute care for patients who attend the minor injuries/acute illness clinic. Minor injuries/acute illness clinic is a nurse led walk in service treating patients of all age groups.

#### 6. KEY RESULT AREAS

1. To fully assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stage of the process so patients receive a high standard and correct care. This includes patients attending the minor injury clinic.
2. To lead the nursing team when on duty and be in charge for the majority of the worked shifts as the sole trained nurse.
3. To organise own workload within the team to ensure the patients care needs are met and systems of teamwork are maintained.
4. To implement and maintain, as part of the multidisciplinary team, policies, procedures, standards and protocols of the ward, unit, directorate and division to ensure adherence to, and delivery of the highest level of patient care at all times.

5. To participate in audit systems to monitor the delivery and standards of care given to patients and their families.
6. To have direct involvement in the provision of clinical practice for pre-registration and appropriate post-registration students to ensure that appropriate learning opportunities are provided and students feel supported.
7. To act as mentor for newly appointed nursing staff, provide clinical supervision for colleagues and contribute to the appraisal, performance management and objective setting processes for junior nursing staff ensuring the nursing staff feel supported and their learning needs identified.
8. To appropriately and efficiently use ward supplies so resources are used economically.
9. To deputise for the ward charge nurse in the operational management of the ward including the organising of supplementary staffing to cover staff absences so appropriate staffing levels are available on each shift. To occasionally act as co-ordinating staff nurse for the hospital in the absence of the charge nurse.
10. To deputise for the ward charge nurse at meetings / discussions to ensure the ward nursing team is represented and kept informed of relevant developments.
11. 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.
12. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.
13. To deliver care in the history, assessment, investigation, interpretation, diagnosis, treatment and discharge/referral of patients presenting to the MIU/acute illness clinic with undifferentiated/undiagnosed injuries and illness.

### 7a. EQUIPMENT AND MACHINERY

The registered nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement. Examples of equipment and machinery used:

#### **Specialised:**

Enteral feeding tubes and pumps.

Suctioning equipment.

Tracheostomies.

Syringe Drivers.

Intravenous Pumps.

Defibrillator

ECG machine

Doppler

Cardiac arrest trolley

Wound stapler

Peak flow meter

GCS

Suturing equipment

Ring cutter

Nail trephine equipment

Eye irrigation equipment

Vaginal Speculum

Guedal airway

#### **Generic:**

Range of hoist and other manual handling equipment.

Pressure reducing / relieving mattresses, static and electrical.

Wheelchairs and specialist seating.

Syringes / needles / intravenous infusions

Thermometers / sphygmomanometer.  
 Urinary catheters, continence products.  
 Wound dressings.  
 Medical gas delivery systems and oxygen saturation monitors.  
 Blood glucose monitors.  
 Ear syringe.  
 Weighing scales.  
 Nebulisers  
 Auroscopes  
 Ophthalmoscopes.  
 Suture and staple removal equipment

## 7b. SYSTEMS

Nursing staff duty rotas.  
 Authorisation of timesheets for bank staff, overtime and agency staff.  
 Maintenance of patient records and reports.  
 Patient dependency monitoring.  
 Maintain a database of MIU/acute illness attendance and inpatient admissions, discharges and deaths.  
 Pressure sore prevalence reporting.  
 Audit / questionnaire completion.  
 Minor injuries clinic / nurse led

## 8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service.

Workload will be assigned by the Charge Nurse, however, the post holder will have responsibility for managing a defined workload, taking charge of the ward in the absence of a charge nurse and acting as a named nurse for a group of patients.

The post holder will be responsible to the ward Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.

The post holder will have a professional development plan.

The post holder will delegate / allocate work to the nursing team in the absence of ward Charge Nurse.

## 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. This includes making a clinical judgement to contact the Doctor if the patient is medically unwell.

The post holder, once they have completed symptomatic relief training, makes clinical judgements about the administration of medicines covered by a symptomatic relief prescription. Also dispense locally agreed pre packed medications as well as prescribing and dispensing medication according to agreed Patient Group Directives.

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.

In the absence of the ward charge nurse allocates work and deployment of staff.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Managing the demands of direct and indirect patient care within available resources.

Triage of patients attending minor injuries unit within workload of inpatient activity.

Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.

Managing patients and supporting staff when patients are displaying severe behavioural problems which can be when under the influence of drugs and/or alcohol.

In the absence of the Charge Nurse provide leadership to ensure the effective operation of the ward.

Working as the sole trained member of staff on a shift.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

The postholder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Other nursing staff – patient care allocation of work, workload issues.

Other relevant departments within the Hospital and Division e.g. Facilities, Estates, Supplies, Human Resources, Fire Officer, Infection Control, Tissue Viability and other Specialist Nurses.

Staff Organisations.

### **External:**

Community services, social services and other relevant external agencies – regarding patient care Practice Education Facilitators regarding pre-registration nursing students.

Police, ambulance and Out of Hours Service.

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

### **Physical Skills:**

Administer medicines, injections, IV/IM/Subcut and intravenous infusions.

Administer enteral tube feeding.

Insertion of enteral tubes.

Insert urinary catheters.  
 Apply wound dressings.  
 Manual handling techniques.  
 Venepuncture and cannulation.  
 Skills to feed patients with swallowing difficulties.  
 Suturing wounds  
 Gluing wounds  
 Stapling wounds  
 Blood transfusions  
 12 lead ECG  
 Removing staples and sutures  
 Blood glucose monitoring  
 Intermediate life support  
 Technique of physical examination, including the use of a stethoscope  
 Administering local anaesthetic  
 Trephining nails  
 Removal of foreign bodies from ear, nose, eyes, skin and vagina.  
 IT skills.

### **Physical Demands:**

Physical manual handling of patient, patient movement with use of mechanical aids.  
 Push wheelchairs and other mobile equipment.  
 Stand/walk for the majority of shift.  
 Bending and kneeling frequently on each shift.

### **Mental Demands:**

Check and administer controlled drugs with non-registered staff according to local policy.  
 Retention and communication of knowledge and information.  
 Concentration required when checking documents including prescriptions; writing patient records; and dispensing, calculating doses and administering medication.  
 Frequent interruptions from patients / relatives / team members/telephone.  
 Concentration required when observing patient behaviours, which may be unpredictable.  
 Concentration required when observing patient medical condition.  
 Additional time and effort required encouraging and educating patients to increase independence, including frequent repetition of instructions.  
 Managing care of acute patients who attend the minor injury clinic.

### **Emotional Demands:**

Communicating with distressed / anxious / worried patients and relatives.  
 Caring for patients and supporting relatives following receipt of bad news.  
 Supporting junior staff / colleagues in the work environment.  
 Caring for the terminally ill.  
 Caring for patients/ family with progressive illness.  
 Communicating highly complex issues i.e. referring a patient to medical staff.

**Working Conditions:**

Exposure to body fluids, vomit, faeces, emptying bed pans/urinals, catheter bags (several times each shift)

Exposure to verbal and physical aggression from patients and relatives / other visitors.

Exposure to infections and temperature variations.

Exposure to tobacco smoke in areas where patients are allowed to smoke.

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

1<sup>st</sup> Level Registered Nurse with post registration experience within a clinically relevant area

or

2<sup>nd</sup> Level Registered Nurse (Adult or General – RN2 or RN7) with post registration experience within a clinically relevant area.

Evidence of further professional education.

MIU and/or minor illness course desirable.

Team-working skills and the ability to work using own initiative.

Effective communication and time management skills.

**14. JOB DESCRIPTION AGREEMENT**

Job Holder's Signature:

Date:

Head of Department Signature:

Date: