

NHS Lothian Primary and Community Division

JOB DESCRIPTION

1. JOB IDENTIFICATION

P-COE-IP-NUR2

Job Title: Registered Nurse
Responsible to: Charge Nurse/Ward Manager
Department(s): Care of the Elderly (In-Patient)
Directorate: Older People's Services
Operating Division: NHS Lothian Primary and Community Division
Job Reference:
No. of Job Holders:
Last Update: December 2004

2. JOB PURPOSE

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

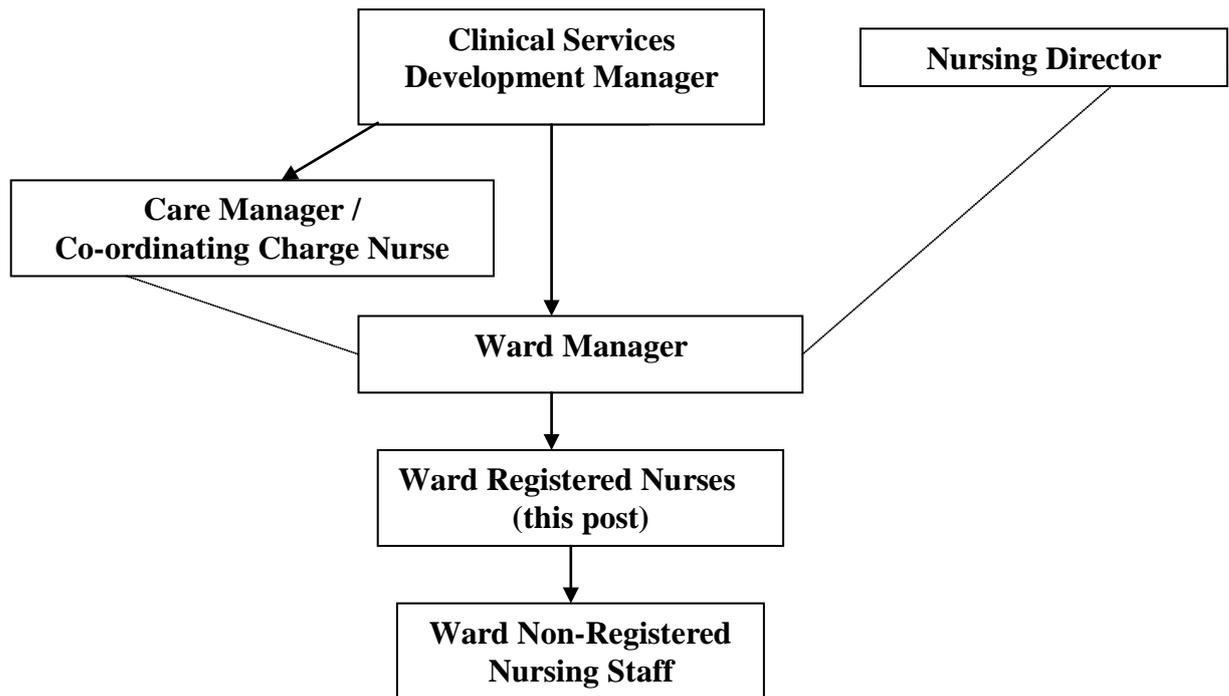
In the absence of the Ward Manager or Deputy provide cover to ensure effective operation of the ward.

3. DIMENSIONS

To assess, plan, implement and evaluate nursing care for adult mental health in-patients. This will involve acting as a key worker. The postholder will act within the multi-professional clinical team and have a keyworker caseload.

In the absence of senior staff, the postholder will regularly take charge of the ward on a shift basis which will involve the management of lower grade staff and, in some areas, includes additional staff such as nursing students, recreational workers, ward clerkesses and clothing assistants.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment for Care of the Elderly Mental Health in-patients.

6. KEY RESULT AREAS

- 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.
- In the absence of the Charge Nurse/Ward Manager, 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.
- To 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
- To 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.
- To lead and supervise junior staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met.
- To undertake teaching of registered and non-registered nursing staff, including basic and post-basic students, and participate in the implementation of staff personal development plans to facilitate ongoing development.

6. KEY RESULT AREAS (CONTD.)

- To organise own workload to ensure that the interests of patients/clients are met.
- Responsible for maintaining patient records within agreed standards.
- To maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
- To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.
- Participate in clinical audit as required.
- Ensure the correct custody, control and administration of all medicines in accordance with statutory guidelines.
- When required, to act as Link/Liaison Nurse to assist in the cascading of communication on specific practices such as manual handling.

7a. EQUIPMENT AND MACHINERY

The Staff Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.

This would include, faxes, computers and other communication aids

Clinical equipment e.g. Electronic Blood Pressure Monitoring
Syringes
Blood Sugar Monitoring
Weighing Equipment
Personal Alarm Systems
Manual Handling Equipment/Hoists

This list is not exhaustive.

7b. SYSTEMS

Timesheet recording.

Off Duty Roster.

Maintenance of patient records.

Integrated Care Pathway.

This list is not exhaustive.

8. ASSIGNMENT AND REVIEW OF WORK

The Staff Nurse will be responsible to the Ward Manager for clinical 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 Staff Nurse will delegate/allocate work to the team in the absence of senior staff.

9. DECISIONS AND JUDGEMENTS

Assessment of patient condition to establish any change which includes participating in the assessment of correct level of patient observation.

Analysis of patient condition and subsequent planning of care.

In the absence of the Charge Nurse/Ward Manager allocation of work and deployment of staff.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources.

In the absence of the Charge Nurse/Ward Manager provide cover to ensure the effective operation of the ward. By regularly taking charge of the ward, the E Grade nurse will be in a position to influence the management of the ward.

Any E Graded nurse with post-basic knowledge acquired through experience or additional qualifications will be expected to put this into practice in both the training and care of others.

Achieving a balance between clinical practice and providing mentoring and training opportunities for student nurses and other junior staff.

Maintaining up-to-date clinical skills and knowledge.

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.

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

Other relevant departments within the Division e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control.

Staff Organisations.

External:

Higher Educational Institutes

Discharge planner.

Social Services – regarding patient discharge.

Other relevant external agencies – regarding patient care

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

Physical Skills:

Administer intra-muscular and subcutaneous injections.
Management of Violence.
Be physically fit to fulfil the duties of an E Grade Staff Nurse.

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.
Push trolley's, etc.
Stand/walking for the majority of shift.

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.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.
Caring for patients following receipt of bad news.

Working Conditions:

Provide full physical care to an individual where the need arises.
Exposure to verbal and physical aggression potentially on a daily basis.
Exposure to body fluids on a daily working basis.

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

Registered Nurse for Adult or Mental Health Nursing
Minimum experience of 1 year at D grade level.
Evidence of team working skills with ability to work using own initiative.
Effective listening and interpersonal skills.
Time management skills.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each postholder to whom the job description applies.

Postholder's Signature: _____ Date: _____

Head of Department Signature: _____ Date: _____

NHS Lothian EDINBURGH COMMUNITY HEALTH PARTNERSHIP
EMPLOYEE SPECIFICATION FOR - REGISTERED NURSE (BAND 5)

CATEGORIES	EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST	
	Essential	Desirable
1. PHYSICAL / HEALTH	<ul style="list-style-type: none"> • Good attendance record. • Articulate. • Pleasant manner. • Smart appearance. • Ability to carry out physical duties required for the post 	
2. TRAINING (Including Qualifications)	<ul style="list-style-type: none"> • Registered Nurse in one of the following:- • Mental Health • Adult • Learning Disabilities • Evidence of continuing professional development 	
3. PREVIOUS EXPERIENCE (‘Paid’ and ‘Voluntary’ work)		<ul style="list-style-type: none"> • Experience and knowledge of palliative nursing.
4. SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Communication skills. • Organisational skills and ability to manage time and prioritise workload. • Team working skills. • Ability to make decisions and use initiative. • Ability to deputise for the charge nurse. 	<ul style="list-style-type: none"> • IT skills
5. OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Approachable and enthusiastic. • Flexibility. • Genuine interest in frail elderly. • Commitment to professional development. 	
6. DISQUALIFIERS	<ul style="list-style-type: none"> • Inability to commit to full shift patterns including internal rotation • Inability to comply with European Working Time Regulations 	