

# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

Job Title:	<b>Staff Nurse (Band 5)</b>
Responsible to:	Senior Charge Nurse
Department(s):	Neurological Rehabilitation – Charles Bell Pavilion 2
Directorate:	Rehabilitation Services
Operating Division:	EHSCP
Job Reference:	<b>L-GEN-NM-NS-SN</b>
No of Job Holders:	10.94wte

## 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 post holder will work within the Rehabilitation Service based in Ward 2 in the Charles Bell Pavilion, specialising in Neurological Rehabilitation on the Astley Ainslie site, consisting of 18 female inpatient beds. The Rehabilitation Service comprises of wards 1 & 2 within the Charles Bell Pavilion, East Pavilion, Sutherland Ward and the Robert Ferguson Unit at REH. .

In the absence of the Charge Nurse the post holder has management responsibility for their designated area and the 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.

#### Financial/Budgetary

Day-to-day responsibility for managing patients' funds held at ward level or the safekeeping of patients house keys kept in the community.

Ordering of supplies and supplementary staffing

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

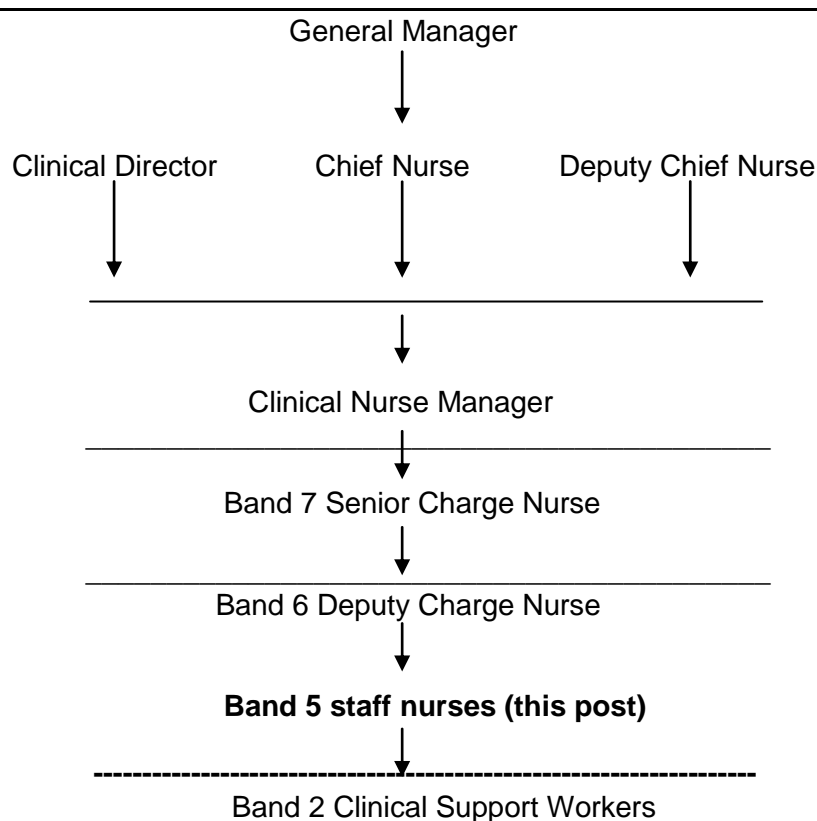
[Insert as appropriate to role / area.

The purpose of this section is to establish how the job fits into the rest of the organisation. It should be clear to whom the post-holder is managerially responsible and whether they have any other key lines of accountability e.g. to a professional lead. Where professional accountability is shown this will be reflected with a dotted line between the posts. For management accountability a solid line should be used. In addition, peers and direct reports of the post-holder should be recorded – you should delete this paragraph once the organisation chart has been inserted below.]

Key:

----- represents professional accountability

## 5. ROLE OF DEPARTMENT



Key;

----- represents professional accountability

## 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**

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.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

The patient, their relatives and the multidisciplinary team involved in the provision of care.  
Nursing staff regarding patient care, allocation of work, workload issues.

Other relevant departments within the division e.g. Facilities, Estates, Domestic Services.

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

Examples may include:

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intravenous injections and or intramuscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management. (this list is not exhaustive and will vary depending on clinical area).

### **Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys, wheelchairs.

Stand/walking for the majority of shift.

### **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.

**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.

**Working Conditions:**

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

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: 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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
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>•Venepuncture</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>• □ 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