

NHS Lothian
JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Staff Nurse

Responsible to: Out Patient Department Nurse Team Manager

Department(s): Out Patient Department Leith Community Treatment Centre

Directorate: Out Patient Department

Operating Division: Edinburgh Health and Social Care Partnership.

Job Reference: P-OPD-CTC-NUR2

No of Job Holders: 10

Last Update: Feb 2021

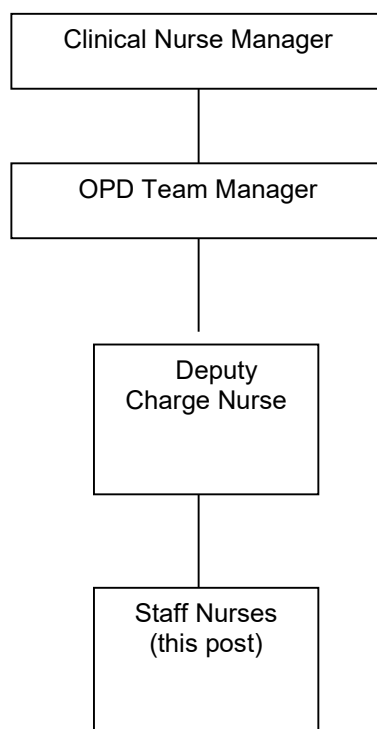
2. JOB PURPOSE

The post holder carries continuing, responsibility in the Out Patient Department and Endoscopy Department for the assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards of care. The post holder will be responsible to the OPD Nurse Team Manager of the unit and support the Team Manager with staff recruitment, training, personal and professional staff training and day to day job allocation.

3. DIMENSIONS

- Sill mix team consisting of 8.75 registered and 3.44 non- registered staff
- Approx 95 Clinics Weekly
- Leith CTC OPD is managed as one department with various nursing team.
- Monitors the use of department supplies and nursing resources.
- Liase with clinical and non-clinical departments regarding the operational management of the department.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide nursing care as an integral part of the OPD Team to patients attending the department.

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 stages of the process so patients receive a high standard and correct care.
2. To lead the department nursing team, in the absence of the department charge nurse and act as a source of advice to ensure smooth department organisation so patients and their relatives receive a high standard of prescribed care.
3. To organise own workload within the team to ensure the patients care needs are met and systems of teamwork are maintained.
4. To ensure that all equipment is maintained and stock managed to ensure effective use of resources.
5. To implement and maintain, as part of the department team, policies, procedures, standards and protocols of the department, unit, directorate and division to ensure adherence to, and delivery of

the highest level of patient care at all times.

6. To participate in audit systems to monitor the delivery and standards of care given to patients and their families.
7. 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.
8. 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.
9. Ensure correct procedure for administration of all drugs policy procedures are maintained e.g. health and safety and infection control.
10. To appropriately and efficiently use department supplies so resources are used economically.
11. To deputise for the department nurse manager in the operational management of the department including the organising of supplementary staffing to cover staff absences so appropriate staffing levels are available on each shift.
12. To deputise for the department nurse manager at meetings / discussions to ensure the department nursing team is represented and kept informed of relevant developments.
13. 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. This includes populating databases.
14. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.
15. To participate in patient education, written verbal and by demonstration, always ensuring the highest standard. To manage telephone lines to give advice.
16. Endoscopy procedure, patient advocate.
17. Endoscopy policies and procedures to assist clinicians and patients undergoing procedure.
18. Care and maintenance of scopes.

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:

Defibrillator.

Suctioning equipment.

ECG monitors.

HbA1c Blood analysers

Diasend
 Electronic urine testing
 Examination lamps
 Examination Couches
 Sigmoidoscopes rigid
 Auroscopes
 Diathermy Unit
 Instrument Packs
 Suturing equipment
 Flexible gastroscopes
 Reverse osmosis machine
 Automated Endoscope reprocessor
 Storage cabinets
 Endoscopy processor
 Endoscopy monitor
 Endoscopy video convertor
 Endoscopy Printer
 Endoscopy video recorder
 Light source
 Minor operation packs and accessories
 H SDU pack and provisions for minor operations and endoscopy procedures

Generic:

Syringes / needles
 Thermometers / sphygmomanometer, auroscopes ophthalmoscopes
 Wound dressings.
 Wheelchair and specialist seating.
 IT equipment.
 Blood Glucose Monitors.
 Weighing Scales.

7b. SYSTEMS

Nursing staff e-rostering
 Authorisation of timesheets for bank staff, overtime and agency staff.
 Maintenance of patient records and reports.
 Electronic systems for audit and questionnaire.
 Audit / questionnaire completion.
 Patient Data bases as necessary.
 Specialised Clinics /some nurse led

8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service.

Workload will be assigned by the nurse manager, however, the post holder will have responsibility for managing a defined workload, such as taking charge of the department 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 department nurse manager clinical guidance and professional management, work review and formal appraisal of performance.

The post holder will delegate / allocate work to the nursing team in the absence of department nurse manager.

9. DECISIONS AND JUDGEMENTS

Clinically and professionally be expected to make decisions on a daily basis ensuring a holistic approach to patient care. Ensuring patients are informed how their clinic is running i.e. on time or running late.

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.

In the absence of the department nurse manager the nurse allocates work and deployment of staff.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Answering questions both directly and on the telephone in a timely manner, whilst ensuring the smooth running of the clinic.

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

Ensuring the smooth running of each clinic ensuring staff and patients' needs are met.

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

In the absence of the department nurse manager e provide leadership to ensure the effective operation of the department.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The postholder will be expected to communicate and liaise with the patient, carer, relatives and the multi disciplinary 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.

Visiting Consultants.

External:

Community services, social services and other relevant external agencies – regarding patient care

Practice Education Facilitators regarding pre-registration nursing students.

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

Physical Skills:

Administer medicines, injections.

Apply wound dressings.

Manual handling techniques.

Venepuncture and cannulation.

Keyboard skills

Instillation of eye drops

Risk assessment

Theatre/ Endoscopy skills.

Physical Demands:

Physical manual handling of patient, patient movement with use of mechanical aids.

Push wheelchairs, trolleys and move clinic couches.

Stand/walk for the majority of shift.

Bending and kneeling regularly on each shift.

Mental Demands:

Retention and communication of knowledge and information.

Using language which is understood by patients.

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 ensuring patient and staff safety.

Concentration required when observing patient medical condition.

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.

Working Conditions:

Exposure to body fluids on a daily basis.

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

Exposure to infections and temperature variations.

Exposure to hazard substances and electrical equipment.

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

1st Level Registered Nurse preferably with post registration experience within a clinically relevant area

Evidence of further professional education.

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

Effective listening and interpersonal skills.

Effective time management skills.

14. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Lothian
Post: Staff Nurse OPD 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"> • Evidence of well developed interpersonal skills • Excellent written communication 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
Qualifications and Training	<ul style="list-style-type: none"> • RGN • Revalidation 	<ul style="list-style-type: none"> • Evidence of recent personal and professional development 	A/I/C
Experience and Knowledge	<ul style="list-style-type: none"> • Recent experience in working in a relevant clinical setting. • Experience of working with endoscopes and decontamination. 	<ul style="list-style-type: none"> • Experience of working with patients in a community setting • Experience of supporting students learning. • 	A/I
Skills and/or Abilities	<ul style="list-style-type: none"> • IT literate, ability to learn and use varied IT systems • Good organisational skills • Wide range of clinical skills relevant to the post • Understanding of risk management processes 	<ul style="list-style-type: none"> • Experience of audit processes • Experience of quality improvement e.g. seeking feedback from patients , providing information. 	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. 		I/R

Key – how assessed

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

