

# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

Job Title	Band 5
Responsible to:	Deputy Charge Nurse/ senior Charge Nurse
Department:	Ward 8
Directorate:	Medical
Operating Division:	West Lothian Division
Job Reference:	W-Medical-Nur11F
No of Job Holders:	
Last Update:	July 2015

## 2. JOB PURPOSE

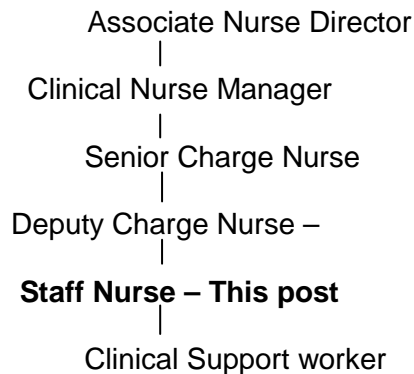
As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the ward manager or deputy provide cover to ensure effective operation of the ward/department.

## 3. DIMENSIONS

- Staff Management/Supervisory responsibilities: - overseeing the care provided by junior staff , unregistered staff and student nurses.
- Budgetary Responsibilities: To ensure that equipment (both disposable and non-disposable) is maintained and stock managed to ensure economical use of all resources.
- 29 Beds

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients with acute medical care needs within the admission ward meeting the identified physical and psychosocial needs.

#### 6. KEY RESULT AREAS

1. 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.
2. In the absence of the Band 6, 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.
3. 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.
4. Responsible for maintaining patient records within agreed standards.
5. 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.
6. 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.
7. 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.
8. To organise own workload to ensure that the interests of patients/clients are met.

9. To maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
10. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.
11. Participate in clinical audit as required.

#### **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 of all listed equipment.

Generic:

Digital thermometers, BBraun pumps, Dynamaps, Syringe drivers, Weighing scales, blood glucose monitors, pumps for administration of medication and feeding pumps. Resuscitation equipment.

Therapeutic mattresses and electric beds

A variety of moving handling equipment e.g. patient hoists, pat slides and wheelchairs

#### **7b. SYSTEMS**

SSTS recording – roster input to reflect shift/shift changes/leave etc

Maintenance of paper based patient records

TRAK – input of patient data into electronic system for the purpose of patient administration, discharge and results Reporting System

#### **8. ASSIGNMENT AND REVIEW OF WORK**

The Staff Nurse will be responsible to the Ward Manager for clinical guidance 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.

Analysis of patient condition and subsequent planning of care.

In the absence of the senior staff 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 senior staff provide cover to ensure the effective operation of the ward.

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

Discharge Facilitator re patient discharge and District Liaison Nurse re care needs prior to admission / discharge preparation

Other relevant departments within the Division e.g. Estates re reporting faults, Supplies re ordering routine supplies, Infection Control re advice on specific issues e.g. MRSA, Pharmacy for drug advice

Staff Organisations

### External:

Social Services – regarding patient discharge

Other relevant external agencies – regarding patient care e.g. Nursing Homes

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

### **Physical Skills:**

Venepuncture. Administer intravenous / intra-muscular and subcutaneous injections, syringe pumps and infusion devices

Insertion of urinary catheters.

Wound dressings

Removal of sutures and various invasive lines

### **Physical Demands:**

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

Push trolleys, wheelchairs

Stand/walking for the majority of shift.

### **Mental Demands:**

Routine retention and communication of knowledge and information.

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  
High level of patient admissions, transfers and discharges. This unit is responsible for initiating the multidisciplinary documentation that follows the patient on transfer to other areas.

**Emotional Demands:**

Communicating with distressed/anxious/worried patients/relatives.

Caring for the terminally ill.

Caring for patients following receipt of bad news.

**Working Conditions:**

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

Exposure to verbal /physical aggression on average 2-3 times per week

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

First Level Registered Nurse

2 years experience at Band 5 within general medical

Evidence of further education/CPD

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 jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

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.

Criteria	Essential	Desirable	How assessed
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>•Venapuncture</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>• <input type="checkbox"/> 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