

+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">•Team player•Flexible•Excellent Communication skills•Commitment to high standard of care•Compassionate•Comfortable working in a multidisciplinary team environment		A, I, R
Qualifications and Training	<ul style="list-style-type: none">•RGN with current NMC registration•Knowledge of NMC Guidelines•Current Best Practice	Previous nursing experience Evidence of Continuous Professional Development <ul style="list-style-type: none">• Commitment to ongoing Education/Training• Updated and active EKSF	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none">•Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse.• Understanding of equality & diversity and how to apply it to self.• Understanding of NMC Code of Practice and requirements of it.	Previous nursing experience	A, I
Skills and/or Abilities	<ul style="list-style-type: none">•<input type="checkbox"/> Demonstrates effective nursing practice in all basic registered nurse procedures.• Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times.	<ul style="list-style-type: none">•ECG•Venapuncture•Cannulation•IT Skills•Enthusiasm to learn and develop	A, C, I, R

	<ul style="list-style-type: none"> • Able to prioritise own workload and that of others as appropriate. • Able to work under own initiative within boundaries of role. • Demonstrates awareness of importance of working as part of a team. • <input type="checkbox"/> Demonstrates awareness of research-based practice. • Demonstrates ability to maintain confidentiality at all times. • Demonstrates awareness of audit and quality issues and able to apply this. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed. <p>Demonstrate good IT skills TRAK user</p> <ul style="list-style-type: none"> • Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team. • Motivated, and able to articulate reasons for desire, to work in this clinical area. • Able to supervise CSW and students effectively when required • Willing to work in other clinical areas as and when required. 		
Specific Job Requirements	<ul style="list-style-type: none"> • Involves direct contact with body fluids, on a number of occasions per shift. • Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc • Involves risk of verbal aggression from patients & relatives <p>TRAK user</p>	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

JOB DESCRIPTION
Band 5

1. JOB IDENTIFICATION

Job Title: Staff Nurse Band 5

Responsible to Lead Discharge Nurse

Department(s): Discharge Lounge

Directorate: Acute

Operating Division: Lothian University Hospitals Division

Job Reference: W-Medical-Nur11F

No of Job Holders: 1

Last Update : 4 February 2019

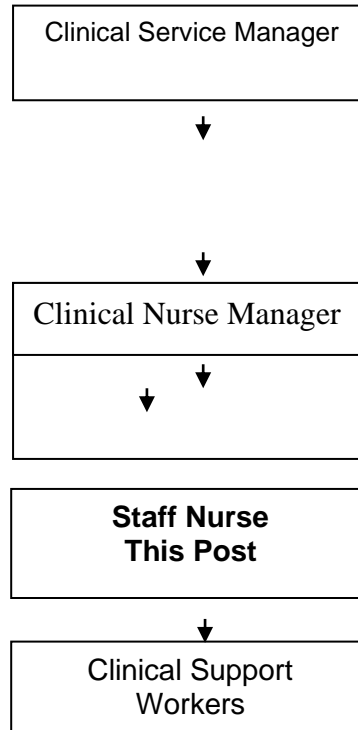
2. JOB PURPOSE

- **To support safe and effective discharge**
- As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of care plans and the implementation and evaluation of these, ensuring the delivery of high quality care to patients and safe, effective discharge.
- The post holder has responsibility and accountability for maintaining both clinical and staff governance.

3. DIMENSIONS

- The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.
- The post holder will have junior staff/learners reporting to them on patient care and discharge plans.
- The post holder will supervise junior members of staff, learners, patients and carers.
- The post holder's primary post will be within the Discharge Lounge
- The post holder may be required to transfer between areas within NHS Lothian.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

- The Discharge Lounge supports all areas within the hospital in accepting patients through a booking system, Safe and Effective Flow Across Lothian (SEFAL).

- During the patient's wait, patients shall be assessed by the nursing team and their care needs supported whilst awaiting transport for discharge prescribed treatment.
- To provide a high quality, safe and supportive environment prior to discharge.

6. KEY RESULT AREAS

Professional

- Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct.
- Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

Clinical

- 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 prior to immediate discharge.
- 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.
- Work within the defined policies, procedures, standards and protocols of the Discharge Lounge, Department Directorate and Division and report outcomes to senior nursing staff to enable monitoring of standards of care
- Support the Flow Centre booking system for patient discharge whilst organising own workload to ensure that the interests of patients/clients are met.
- Participate in clinical audit and research as required.
- Develop and maintain a sound knowledge base and practice relevant to the Discharge Services

Managerial

- Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
- Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.
- Supervise junior staff / learners and act as a source of advice to ensure their educational needs are met.
- Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.
- Ensure patients property and valuables that are received by the ward for safekeeping are

secured and processed as division policy.

- Participate in orientation and appraisal of junior colleagues and learners.

Education

- Demonstrate a commitment to personal continuing professional development and actively participate in professional personal development plans.
- Participate in teaching programmes, mentoring of junior colleagues and learners.

7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

Generic	Specialised	Very Specialised
	Hoists – Encore, Maxi/Arjo	
Fridge		Respiratory Rate Monitoring
Transport – Ambulance/Bus criteria		3 & 12 lead Electrocardiograph
Nursing Call System	Blood Pressure Machine	Nebuliser
Database /Computers	Glucometer	
Fire Equipment	Suction Equipment	
Pat Slides	Nimbus Pressure Mattress	
Television	Enteral Feeding Pump	
Walking Aids	Humified Therapy	
Oxygen Cylinders	Oxygen concentrators	
Raised Toilet Seats	Defibrillator – semi-automatic & manual	
Glide Sheets	Pulse Oximeter	
X Ray boxes		
Electrically Controlled Chair/Bed	Shower Chairs	
Wheelchairs	Weighing Scales	
Trolleys	Syringe Drivers	

TRAK/ Printer		

7b. SYSTEMS

- Maintenance of patient records
- Patient administration system
- Human Resource administration system – update training template
- APEX Laboratory System – results of specimens
- DATIX Intranet – to report incidents
- TRAK
- Internet/Intranet for both work and personal use.

8. ASSIGNMENT AND REVIEW OF WORK

- The Post holders work is generated from the patients discharge needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.
- The post holder will be responsible to the Senior Charge Nurse who will provide clinical guidance, professional management, work review and formal appraisal of performance.
- Workload will be assigned by the Senior Charge Nurse or Deputy however the post holder will have responsibility for managing their defined workload within their professional body.

9. DECISIONS AND JUDGEMENTS

- Analysis and assessment of patient condition to establish the continuing plan for discharge.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical hospital.
- Maintaining up-to-date clinical skills and knowledge.

- Addressing the equality and diversity needs of patients and staff.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

- The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of discharge services.
- Communicate with the Senior Nurse/Senior Charge Nurse regarding patient condition, workload issues and personal development.
- Communicate with other relevant departments, which will include Estates, Supplies, Human Resources, Fire Officer, Infection Control, education departments Health and Safety regarding issues in clinical area and personal development.

External:

- Flow Centre
- Social Services regarding patient discharge.
- Scottish Ambulance Service regarding patient transport.
- Community Health Practitioners regarding patient care.

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

Physical Skills:

- Blood Glucose monitoring.
- Manual handling techniques

Physical Demands:

- Patient movement with use of mechanical aides, manoeuvre patients.
- Push trolleys, wheelchairs.
- Stand/walking for the majority of shift.
- Activities of daily living.
- Ergonomics.

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.
- Time management.
- Communication difficulties (multicultural, deaf, blind)

Emotional Demands:

- Communicating with distressed/anxious/worried patients/relatives.
- Communicating complex issues with the multidisciplinary team.
- Caring for the terminally ill.
- Caring for patients and relatives following receipt of bad news.
- Personal / interpersonal stressors.
- Spiritual care of patients and colleagues.

Working Conditions:

- Exposure to body fluids several times each shift.
- Exposure to verbal aggression high frequency.
- Temperature / air quality of working environment.
- Ergonomics.

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

- First Level Registered Nurse (adult,)
- Evidence of team working skills with ability to work using own initiative.
- Effective listening and interpersonal skills.

- Time management skills/ability to prioritise workload.

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: