

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title:	<b>Treatment Room Nurse (Band 5)</b>
Responsible to (insert job title):	Team Manager
Department(s):	Community Treatment & Care Service
Directorate:	Primary Care
Operating Division:	East Lothian HSCP
Job Reference:	<b>L-GEN-NM-CS-TRN</b>
No of Job Holders:	3

### 2. JOB PURPOSE

The postholder is responsible and accountable for the assessment and delivery of quality nursing care, primarily in the treatment room setting, to a practice population and the wider locality and in partnership with others. This includes monitoring and evaluating its effectiveness. This is often in partnership with the District Nursing team, Primary Care Team, Unscheduled Care Service and other agencies involved in delivery of care in the community.

The postholder is responsible for raising awareness of health and social well being, influencing the broader context, enabling people to improve their own health and working collaboratively to tackle health inequalities.

### 3. DIMENSIONS

Working within a primary care setting providing a range of nursing services to the local population.  
Supervision of student nurses.  
Receiving and making direct referrals from primary and secondary care services, patients and carers.

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**

Key:

----- represents professional accountability

#### **5. ROLE OF DEPARTMENT**

The main functions and objectives of the Treatment Room Nursing Team are:

- Assess, plan, implement and evaluate the treatment requirements and develop treatment plans, leading case management to the practices population.
- Delivering a robust clinical governance framework across all services in line with local and national strategies and priorities.
- Participate in the public health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community.

#### **6. KEY RESULT AREAS**

1. To participate in the assessment, implementation and monitoring of patient care, including safe management of patient's medicines through nurse prescribing within competency and use of Patient Group Directives (PGDs) ensuring that the highest standards of care and service are delivered in an effective, patient centered and safe way within the treatment room setting.
2. To provide nursing advice to other professionals and relevant agencies to promote best practice and ensure appropriate care. Maintain up to date knowledge of the GMS contract and enhanced service contract that GP practices have in place in order to ensure no duplication of provision with practice employed staff.
3. Establish and maintain effective communications and relationships with patients and their carers, primary health care team colleagues, statutory and voluntary agencies, which promotes collaborative working and effective co-ordination of services for individuals
4. To develop care plans that enable people to address their own health needs by raising awareness of the factors that will impact on health and social well being and to target health improvement activities according to the community health needs profile. To proactively develop and deliver specific programmes of care aimed at improving health, increasing social inclusion, preventing ill health and reducing inequalities for patients and the wider community in accordance with national and local priorities (Heat Targets). This includes proactively supporting the early discharge of patients who require nursing support, but who are not housebound.
5. Responsibility to maintain accurate clinical records, in accordance with NHS Lothian policy,

legislation, good practice and patient confidentiality. This is inclusive of electronic recording of patient information.

6. To be accountable for maintaining and acting within boundaries of NMC registration in line with local and national guidelines and policies. To participate in risk management, monitoring standards of clinical practice, clinical audit and promoting evidence based/best practice to improve clinical outcomes.
7. To monitor the use of resources available and work within the financial envelope. Authorised signatory for orders, supplies and sundries ensuring these are used economically. Be aware of the prescribing budget in relation to costs of items prescribed.
8. To participate in the ongoing process of professional and personal development for self and junior colleagues. Provide mentorship to junior staff and students and participate in the delivery of work-based learning and relevant training programmes.
9. To have an overall awareness of potential risks within the treatment room environment assessing these at all times to ensure the health and safety of patients and staff and compliance with related legislation and guidelines.
10. 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

- To maintain accurate and up to date clinical records complying with the requirements for patient confidentiality and provide data for core surveillance and parent held records
- To be responsible for recording all activity / contact on patient information recording systems or appropriate local system and GP Practice system (if not part of GMS Contract or enhanced service provision)
- To update and maintain a range of information databases e.g. HR systems, patient systems
- Responsible for regularly completing and signing off timesheets for team members – if part of a treatment room team
- Responsible for ordering supplies e.g. clinical supplies and equipment
- Internet / intranet including use of email
- Risk assessments
- Patient Group Directions

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

<p><b>8. ASSIGNMENT AND REVIEW OF WORK</b></p>
<p>The post holder is expected to co-ordinate the work in their area of responsibility. Work is generated by means of an open access referral system and will also be generated by an analysis of the needs of the population with whom the Treatment Room Nurse is working. This will not include any GMS service or enhanced service treatments which are provided by practice employed staff. This will be in partnership with all members of the Primary Health Care Team and colleagues both internal and external to the organisation.</p> <p>The District Nurse/senior nurse/Team Manager will undertake performance review with the postholder on an annual basis and agree a professional development plan.</p>
<p><b>9. DECISIONS AND JUDGEMENTS</b></p>
<p>The postholder will be required to assess and interpret acute and other patient conditions. Has overall responsibility to make relevant changes to patient care / management as required. Make decisions through assessment interpretation of client need and responding appropriately in accordance with locally identified needs and local and national policies / priorities.</p> <p>Accept referrals from other team members and thereafter undertakes clinical nursing assessment to determine follow up care required. Decision making will be within level of competency and the postholder must be able to recognise where cases need to be escalated upwards to more senior colleague.</p> <p>Make decisions in conjunction with clients and carers regarding the appropriate delivery of care and support to meet the identified needs including determining when to refer to other healthcare professionals and statutory and voluntary services.</p>
<p><b>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</b></p>
<p>Risk assessment of situations, lone working and personal safety  Time management – work required versus time available, prioritising workload continually.</p> <p>The emotional impact of working within a sometimes unpredictable and busy practice setting  Being able to deliver high quality care and balance conflicting priorities in addressing the health challenges/identified needs of the local population.</p> <p>Being able to introduce and manage change within practice.</p>
<p><b>11. COMMUNICATIONS AND RELATIONSHIPS</b></p>
<p>In addition to contact with patients and carers other contacts fall into the following main categories:</p> <p><b>Internal:</b>  All Members of Primary Health Care Team  Out of hours nursing and medical colleagues</p> <ul style="list-style-type: none"> <li>• Health and Social Care Partnership, Information Technology, Facilities, Clinical Education</li> <li>• Other NHS Services</li> </ul>

- Staff representatives

**External:**

Social work, education, housing, institutes of higher education, police, voluntary and charitable agencies.

Communication is regular, face to face, on the telephone, by computer or in written correspondence and may be about any aspect of service delivery. Occasionally this can be around complex, sensitive or contentious issues. The postholder will have access to support from senior nursing colleagues.

May occasionally be required to take/write minutes; write reports.

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

**Physical Skills:**

- Manual dexterity and accuracy required for administering IM injections, complex wound dressings, removal of sutures, insertion of catheters, venepuncture
- Manual handling
- Keyboard skills

**Physical Demands:**

- Regularly kneeling and bending for long periods to dress complex wounds
- Frequently standing for long periods

**Mental Demands:**

- Concentration required during patient assessment, subsequent documentation and over seeing of other assessments carried out by the team
- A higher level of concentration are required when working with complex cases i.e. vulnerable adults and the ability to adapt to complex clinical situations when they arise
- The ability to act expediently and appropriately when responding to crisis situations. This happens on a frequent basis
- Planning and organising workload, rotas reflecting the unpredictability necessitated through unplanned staff absence

**Emotional Demands:**

- Communicating with distressed / anxious / worried patients and carers on a daily basis
- Discussion with patients and carers about prognosis, treatments and implications of long term and terminal illness
- Occasionally care for patients and families at the beginning of their palliative care journey. This is particularly distressing when dealing with younger age groups
- Occasionally dealing with bereaved and grieving families and carers
- Dealing with vulnerable people
- Occasional exposure to domestic violence, family breakdown
- Managing conflict

**Working Conditions:**

- Daily exposure to bodily fluids
- Management of potentially volatile situations on a daily basis
- Exposure to verbal aggression – monthly

- Exposure to physical aggression – very occasionally

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

Registered Nurse.

Nurse Prescribing V150, annotated to the NMC

A sound knowledge of NHS environment and current policies affecting the health of the population.

Well developed communication and interpersonal skills, particularly influencing and negotiating skills.

Evidence of Continuing Professional Development.

The ability to work flexibly as part of the team and demonstrate leadership within skill mix team.

IT 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: Treatment Room Nurse Band 5 L-GEN-NM-CS-TRN**

**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:	<p>Understands and demonstrates the NHS Lothian's values of quality, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes</p> <p>Committed to the development and maintenance of good relationships with colleagues, patients and the community.</p> <p>Excellent communication skills (verbal and written) with an ability to communicate well with staff at all levels</p> <p>Motivated to work in the speciality and flexible and adaptable.</p>	<p>Demonstrates an interest in contributing to the development of the service.</p> <p>Motivated and committed to further develop skills and knowledge.</p> <p>Good time management skills</p>	<p>A I R</p> <p>A, I,R</p> <p>A, I,R</p> <p>A, I,R</p>
Qualifications and Training	RGN	Nurse Prescriber (V150) – or willingness to get qualification Evidence of recent continuing professional development	C A, I
Experience and Knowledge:	<p>Evidence of working in a variety of clinical settings.</p> <p>Demonstrates use of evidence based practice.</p> <p>Willingness to undertake mentorship course, if not already completed</p>	<p>Experience of working with patients in a GP practice setting</p> <p>Evidence of completing mentorship course.</p>	<p>A I R A, I</p> <p>I</p> <p>C</p>

	Have an awareness of NHS Lothian policies and procedures	<p>Knowledge and understanding of wide range of community based services including Primary Care, Health &amp; Social Care</p> <p>Knowledge of recent government strategies – national and local</p> <p>Experience and knowledge relevant to the treatment room nursing role e.g. tissue viability, diabetic management , continence management, immunisations</p> <p>Understanding of relevant community nursing policies and procedures</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
Skills and or Abilities:	<p>Be able to work independently or as part of a team and use initiative</p> <p>Ability to organise and plan workload appropriately.</p> <p>Demonstrate effective clinical decision making skills and an understanding of Clinical Governance.</p> <p>Competent in the use of various IT systems used in the clinical setting</p>	<p>Appropriate delegation of work and supervision of more junior staff</p> <p>Competent in the use of various IT systems used in the community and General Practice setting</p>	<p>A I R</p> <p>I</p> <p>I, C</p> <p>A, I, R</p>
Specific Job Requirements:	Post holder may be required to work flexibly across several different sites around Lothian	Previous experience of lone working	A I R, C

**Key – how assessed**

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