

NHS Lothian**Post: Community Staff Nurse 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	Works effectively within a team situation. Motivated and committed to further development of skills and knowledge. Flexible and adaptable		A I R
Qualifications and Training	Registered Nurse Evidence of continuing education for experienced band 5 Willing to participate in 'Flying Start' programme	Completed 'Flying Start' programme Post Basic Course Project work associated with the clinical environment Evidence of study at degree level	C
Experience and Knowledge	Would suit newly qualified, returned to nursing candidate or experienced band 5 Motivated to work in the speciality	A minimum of 1 year experience in a relevant clinical area Evidence of undertaking mentorship role Evidence of achieving KSF foundation gateway.	A I R
Skills and/or Abilities	IT literate.	Exposure and experience in information technology Mentorship / Preceptorship experience Demonstrate competence in clinical skills: Venepuncture, intravenous therapies, cannulation, including those skills and competencies relevant to the area of employment Understanding of Clinical Governance. Proven ability to organise workload and delegate tasks appropriately. Able to use initiative. Effective clinical decision making skills	A I C
Specific Job Requirements	Car Driver		A I C

Key – how assessed

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

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title:	Staff Nurse
Responsible to (insert job title):	District Nurse
Department(s):	Community Nursing
Directorate:	Primary Care
Operating Division:	West Lothian Community Health & Care Partnership
Job Reference:	L-GEN-NM-CS-SN
No of Job Holders:	
Last Update:	5 th November 2014

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.

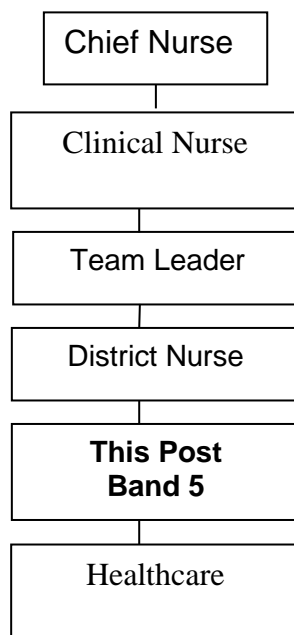
In the absence of the District Nurse the post holder may be required to provide cover to ensure effective operation of the area.

3. DIMENSIONS

West Lothian has a practice population of approximately 180,000. It is an area with mixed socio-economic demographics. West Lothian CHCP has responsibility for 24 practices.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across West Lothian to meet service demands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The main functions and objectives of the District Nursing Team are:

- Assess, plan, implement and evaluate the treatment requirements and develop care plans, leading case management to the cluster and wider population. This will be within a robust Clinical Governance framework as well as 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 social care, colleagues, patients, carers and the local community.

6. KEY RESULT AREAS

1. Under the supervision of the District Nurse assess patients in their care, implement and evaluate programmes of care and consult / involve patient / carers at all stages of the patient 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. In the absence of the District Nurse 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 implement and maintain, as part of the District Nursing Team, policies, procedures, standards and protocols of the clinical area to ensure adherence 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 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.
8. 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.
9. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.
10. To have an overall awareness of potential risks within the community environment assessing these at all times to ensure the health and safety of patients, visitors and staff and compliance with related legislation and guidelines.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role:

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:

- HR Systems for recording of all staff information, training activity
- Supplies and equipment ordering systems
- Patient information recording systems
- Range of systems/databases for report writing as required in role
- Risk assessments

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

8. ASSIGNMENT AND REVIEW OF WORK

The post holder's work will be assigned by the District Nurse although the post holder will manage their own daily workload.

The post-holder will work without direct supervision and will delegate work to other members of the district nursing team as necessary.

The post holder will be responsible to the District 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 district nursing team or seek advice from a more senior nurse.

Actively involved in case conferences when a multi-disciplinary approach is required e.g. to prevent admission to hospital or facilitate discharge.

In the absence of the District 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

Work autonomously and be able to make and act on own decisions.

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 District Nurse provide leadership to ensure the effective operation of the area.

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, often regarding sensitive patient information and the multidisciplinary team involved in the provision of care.
- Nursing staff regarding patient care, allocation of work, workload issues.
- Partnership, Trade Union and Professional Organisation representatives in relation to service and

staffing issues.

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

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

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.

Regularly kneeling and bending for long periods to dress complex wounds.

Carrying equipment daily.

Regularly working in cramped and restricted conditions.

Stairs – frequently.

Stand/walking for the majority of shift.

Mental Demands:

Frequent concentration required whilst undertaking clinical aspects of role which may be unpredictable and complex. The postholder will be subject to frequent direct and indirect interruptions from patients, relatives and members of the team.

The ability to act expediently and appropriately when responding to crisis situations. Ability to adapt to complex clinical situations when they arise, often without immediate medical support.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.

Caring for the terminally ill and their relatives.

Caring for patients following receipt of bad news and supporting relatives.

Balancing the demands of both NHS Lothian and independent contractors on a daily basis.

Working Conditions:

Exposure to body fluids several times each shift.

Exposure to verbal aggression high frequency.

Home environments i.e. hygiene, ergonomics, pets, passive smoking on a daily basis.

Travel in inclement weather.

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	
<p>A separate job description will need to be signed off by each jobholder to whom the job description applies.</p> <p>Job Holder's Signature:</p> <p>Head of Department Signature:</p>	<p>Date:</p> <p>Date:</p>