

## NHS Lothian

### Post: Staff Nurse Band 5 - L-GEN-NM-CS-SN

#### 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:	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 Committed to the development and maintenance of good relationships with colleagues, patients and the community. Excellent communication skills (verbal and written) with an ability to communicate well with staff at all levels Motivated to work in the speciality and flexible and adaptable.	Demonstrates an interest in contributing to the development of the service.  Motivated and committed to further develop skills and knowledge.  Good time management skills	A I R   A, I, R  A, I, R  A, I, R
Qualifications and Training	RGN	Nurse Prescriber (V150) – or willingness to get qualification Evidence of recent continuing professional development	C A, I
Experience and Knowledge:	Evidence of working in a variety of clinical settings.  Demonstrates use of evidence based practice. Willingness to undertake mentorship course, if not already completed Have an awareness of NHS Lothian policies and procedures	Experience of working with patients in a community setting  Evidence of completing mentorship course.  Knowledge and understanding of wide range of community based services including Primary Care, Health & Social Care	A I R A, I  I  C

		Knowledge of recent government strategies – national and local Experience and knowledge relevant to the community nursing role e.g. palliative care, tissue viability and diabetic management Understanding of relevant community nursing policies and procedures	A, I A, I A, I
Skills and or Abilities:	Be able to work independently or as part of a team and use initiative Ability to organise and plan delegated workload appropriately. Demonstrate effective clinical decision making skills and an understanding of Clinical Governance. Competent in the use of various IT systems used in the clinical setting	Appropriate delegation of work and supervision of more junior staff  Range of clinical skills including, catheterisation, wound management, palliative care, diabetic management.  Competent in the use of various IT systems used in the community setting	A I R  I  I, C  A, I, R
Specific Job Requirements:	Car driver with current driving licence 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

## JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Staff Nurse (Band 5)
Responsible to:	Health Visitor
Department(s):	Community Nursing
Directorate:	Primary Care
Operating Division:	West Lothian CHCP

Job Reference:	<b>L-GEN-NM-HV-SN</b>
No of Job Holders:	
Last Update:	11.11.14
<b>2. JOB PURPOSE</b>	
<p>With the primary focus on children (pre-birth to school entry) and families, and working in a variety of settings, the Staff Nurse is responsible for supporting the assessment and identification of health needs of individuals, families and communities through proactive, early intervention using a planned systematic approach.</p> <p>The Staff Nurse contributes to the protection of children and vulnerable groups in a multi-agency context.</p>	
<b>3. DIMENSIONS</b>	
<p>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.</p> <p>The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.</p>	
<b>4. ORGANISATIONAL POSITION</b>	
<p>[</p> <pre> graph TD     CN[Chief Nurse] --&gt; CNM[Clinical Nurse Manager]     CNM --&gt; TL[Team Leader]     TL --&gt; HV[Health Visitor]     HV --&gt; SN[<b>Staff Nurse</b>]     SN --&gt; NN[Nursery Nurse] </pre> <p>]</p>	
<b>5. ROLE OF DEPARTMENT</b>	
<p>The main functions and objectives of the Health Visitor team are :</p> <ul style="list-style-type: none"> <li>Identifying the health care needs of the local population in partnership with colleagues in Public Health, and involving partner agencies, family, carers and the community in general.</li> </ul>	

- Planning, developing, promoting and managing Health Visiting Services in line with local and national strategies and priorities to meet the needs of children, families and the service
- Delivering a robust Clinical Governance framework across all services.

## **6. KEY RESULT AREAS**

1. Under the supervision of the Health Visitor to support the assessment of children's and families needs in line with national and local guidelines. Thereafter plan, implement and evaluate programmes of care including delivering immunisation programmes and consult / involve parents / carers at all stages of the process so families receive a high standard of care.
2. To support the Health Visitor in their role as key health professional in Child Protection and participate in client assessment, planning and delivery of Child Protection services.
3. To 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. This will include involvement in areas such as immunisation programmes and health screening.
4. Working collaboratively with individuals and communities, as delegated by the Health Visitor, and all relevant agencies using community development approaches to make contributions to improve health, increase social inclusion, prevent ill health and reduce inequalities, and review practice accordingly.
5. To organise own workload and workload of others within the team to ensure the needs of the family care needs are met and systems of teamwork are maintained.
6. In the absence of the Health Visitor act as a source of advice to ensure smooth organisation so patients and their relatives receive a high standard of prescribed care.
7. To support the implementation and maintenance, as part of the Health Visiting Team, policies, procedures, standards and protocols of the clinical area to ensure adherence and delivery of the highest level of family care.
8. To participate in audit as required within role.
9. 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.
10. To maintain effective written and verbal communications with families, carers and other members of the multidisciplinary team to ensure family needs are met and appropriate information is shared and documented.
11. To have an overall awareness of potential risks within the community environment

assessing these at all times to ensure the health and safety of children, families and staff and compliance with related legislation and guidelines.

12. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.

13. 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:

HR Systems for recording of all staff information, training activity.

Supplies and equipment ordering systems.

Parent and Child 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 Health Visitor 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 health visiting team as necessary.

The post holder will be responsible to the Health Visitor 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 family care needs and resolve

them autonomously / within the health visiting team or seek advice from a more senior health visitor.

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.

In conjunction with the Health Visitor contribute towards the protection of children and vulnerable adults.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary team - members of Health and Social Care Teams with the ability to express professional views within group settings.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The family, carers and the multidisciplinary team involved in the provision of care.
- Other members of the Health Visiting Team regarding 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**

Examples may include:

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. immunisations (this list is not exhaustive and will vary depending on clinical area).

### **Physical Demands:**

Regularly kneeling and bending for long periods.

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

The ability to act expediently and appropriately when responding to crisis situations. This happens on a frequent basis.

Ability to adapt to complex clinical situations when they arise, often without immediate medical

support.

Prolonged concentration required when working with vulnerable families.

**Emotional Demands:**

Communicating with distressed/anxious/worried parents and carers.

Supporting families with children with complex needs or life limiting illness.

Child death – occasionally.

Child abuse/vulnerability concerns – potentially on a daily basis.

Domestic violence.

Family breakdown.

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

**Working Conditions:**

Exposure to body fluids.

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 or Midwife.

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

Effective communication and 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: