

**NHS Lothian****Post: Band 5 Community staff nurse within care home team****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	Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes  Committed to the development and maintenance of good relationships with colleagues, patients and community  Communicates enthusiasm  Physically able to undertake duties of the post  Maintain good health		A/I
Qualifications and Training	1 <sup>st</sup> Level Registered Nurse – Adult  Evidence of continuing professional development relevant to post	Evidence of continuing professional development appropriate to the care of adults in the community setting / care homes.  Educated to Degree level  Nurse prescriber with relevant experience	C/A/I
Experience and Knowledge	Minimum 2 years post-registration experience of nursing adults in an appropriate setting	Post registration experience in care of elderly people.  Experience of nursing in a community setting  Experience of working in partnership with other agencies	A/I

		Experience of facilitation and teaching	
Skills and/or Abilities	IT skills appropriate to post Able to assess and manage risk appropriately  Able to work using own initiative  Excellent time management skills	Knowledge and experience of audit of nursing practice  TRAK trained  Able to provide clinical supervision, support and advice to colleagues	A/I
Other	Able to work flexibly throughout NHS Lothian  Full drivers Licence and access to own transport	Working knowledge of NHS Lothian Policies relevant to post	C/A/I

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:	<b>Staff Nurse (Band 5)</b>
Responsible to (insert job title):	Care Home Team Manager
Department(s):	Community Nursing
Directorate:	Midlothian Health & Social Care
Operating Division:	NHS Lothian
Job Reference:	<b>L-NUR-CN-SN</b>
No of Job Holders:	
Last Update	21/06/17

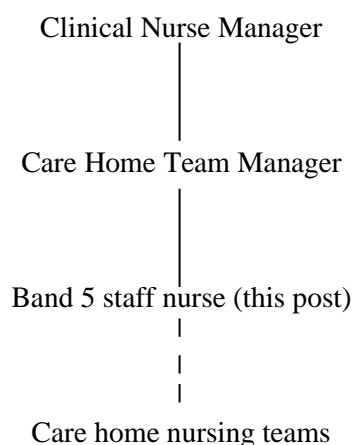
2. JOB PURPOSE
<p>As part of a multidisciplinary team the post holder will have responsibility to ensure the delivery of high quality care to patients by the assessment of care needs, the development of programmes of care, the implementation and the evaluation of these programmes.</p> <p>In the absence of the Care home team manager the post holder may be required to provide cover to ensure effective operation of the area.</p>

3. DIMENSIONS
<p>The post holder will work in conjunction with the care home team manager / nurse advisor to provide support to care homes.</p> <p>The post holder will not have a budget however will require to monitor the use of resources available and work within the financial envelope.</p> <p>Population and demographic indicators of the area are: Midlothian circa 81,000</p> <p>Staffing responsibilities: To provide nursing support to the care homes within Midlothian including delivery of safe and effective training.</p> <p>Service coverage: 12 GP practices 10 Care homes</p> <p>Liaise with a number of professionals/ agencies both internal and external on a daily basis including GP Practices, Local Authority teams and Voluntary Sector.</p>

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands,

#### 4. ORGANISATIONAL POSITION

**Key**  
--- Post holder does not directly line manage care home nursing team, acts in an advisory role.



#### 5. ROLE OF DEPARTMENT

The main functions and objectives of the community nursing services are:

- Assess, plan, implement and evaluate the treatment requirements and develop care plans, leading case management to the cluster and wider H&SCP 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 and community nursing 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.
- Advice and support other agencies to achieve high standards of care

#### 6. KEY RESULT AREAS

1. Under the supervision of the Care home team manager 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 care home team manager 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 care home 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.
11. 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 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.

<b>8. ASSIGNMENT AND REVIEW OF WORK</b>
<p>The post holder's work will be assigned by the care home team manager although the post holder will manage their own daily workload.</p> <p>The post-holder will work without direct supervision and will delegate work to other members of the care home team as necessary.</p> <p>The post holder will be responsible to the care home team manager for clinical guidance and professional management, work review and formal appraisal of performance.</p>
<b>9. DECISIONS AND JUDGEMENTS</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• The post holder is expected to anticipate problems in meeting patients' care needs and resolve them autonomously / within the care home team or seek advice from a more senior nurse.</li> <li>• Actively involved in case conferences when a multi-disciplinary approach is required e.g. to prevent admission to hospital or facilitate discharge.</li> <li>• In the absence of the care home team manager allocates work and deployment of staff.</li> <li>• Participate in the appraisal process through Personal Development Planning and review in line with the Knowledge and Skills Framework.</li> </ul>
<b>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</b>
<ul style="list-style-type: none"> <li>• Work autonomously and be able to make and act on own decisions.</li> <li>• Managing the demands of direct and indirect patient care within available resources.</li> <li>• Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.</li> <li>• In the absence of the care home team manager provide leadership to ensure the effective operation of the area.</li> </ul>
<b>11. COMMUNICATIONS AND RELATIONSHIPS</b>
<p>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.</p>

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**

Examples may include:

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intravenous injections and or intra-muscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management (this list is not exhaustive and will vary depending on clinical area).

### **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

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: