

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

<b>Job Title:</b>	Staff Nurse (Band 5)
<b>Responsible to:</b>	Senior Charge Nurse
<b>Department &amp; Base:</b>	Hawick Community/Day Hospital
<b>Job Reference number:</b>	PCS793

### **2. JOB PURPOSE**

To contribute to the delivery of high quality nursing care to patients and carers.

To be an active member of the multidisciplinary care team.

To act as team leader and take charge of the ward in the absence of the Ward Manager.

To provide relief nursing cover for Treatment Room, Minor Injuries Unit and Day Hospital.

### **3. ORGANISATIONAL POSITION**

**Clinical Locality Manager**



**Community Nurse Manager**



**Senior Charge Nurse**



**Junior Charge Nurse (Band 6)**



**Staff Nurse (Band 5) (This Post)**



**Non Registered Nurses (Band 2)**

#### **4. SCOPE AND RANGE**

The ward has 23 GP beds providing acute care, rehabilitation and palliative care. The Minor Injuries Unit operates 24 hours per day

#### **5. MAIN DUTIES/RESPONSIBILITIES**

- Assessment of nursing needs, develop, implement and evaluate nursing care to meet those needs.
- Carry out all relevant forms of care without direct supervision.
- Advise on the promotion of health and prevention of illness.
- Adhere at all times to Nursing and Midwifery Council (NMC) Code of Professional Conduct.
- Ensure that nursing procedures are carried out in accordance with NHS Borders protocol and guidelines and these procedures are evidence based.
- Maintain accurate records as per NMC Guidelines for records and record keeping.
- Maintain absolute confidentiality in respect of patient records, medical nursing and allied health professionals
- Store, administer and order drugs according to NMC Guidelines and NHS Borders Policy for the Administration of Medicines.
- Work as cooperative member of the multidisciplinary team.
- Act as team leader, and take charge of the ward in the absence of the Ward Manager.
- Help enhance junior staff/ students with clinical and managerial skills by teaching, assessing and supervision.
- Provide relief nursing cover, in Treatment Room, Minor Injuries Unit and Day Hospital.

#### **6. SYSTEMS AND EQUIPMENT**

- Intravenous infusion pumps and equipment
- Syringe Drivers
- Dynamap and Sphygmomanometer
- Tympanic thermometer
- ECG machine
- Resuscitation equipment
- Moving and Handling equipment

- Profile beds and pressure relieving mattresses
- Height, weight and BMI scales
- Bathing thermometers

## **7. DECISIONS AND JUDGEMENTS**

- To maintain confidentiality of information regarding patients and families at all times
- To ensure best use is made of available manpower at all times and staff are deployed with consideration to their qualification and experience.
- Share responsibility for the day to day running of caseloads with other registered staff.
- Maintain absolute confidentiality
- Recognise own ability and limitations and identify these to your Line Manager.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Actively listen and seek patient, public opinions on all aspects of nursing care.
- Maintain patient confidentiality at all times.
- Promote good relationships with patient, relatives, public, other care organisations and all members of the multidisciplinary care team.
- Promote good communication skills written and verbally.

## **9. PHYSICAL DEMANDS OF THE JOB**

- The post holder will be continually mobile for majority of the shift, assisting with moving and transporting patients while ensuring all moving and handling guidelines are adhered to.
- Moving beds, furniture and hospital materials and equipment.
- Be able to respond speedily and accurately to emergency or unplanned situations.
- Potential control and restraint of physical and verbally aggressive patients.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Prioritising and meeting competing demands from patients, relatives and members of health professional groups.
- Gaining appropriate skills and knowledge to be an effective member of the multidisciplinary team.
- Aware of knowledge, skills and abilities of junior staff and deploying their duties appropriately.

- Emotional demands of caring for ill and dying patients, and their family.
- Management of the emotional outcome for patients and staff following a violent or aggressive situation in the ward.
- Recognising own limitations and seeking opportunities to further own knowledge and skills

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

- 1<sup>st</sup> level registration
- Working knowledge of Treatment Room and Day Hospital
- Complete training at triage, assessment and treatment of minor injuries to be undertaken.
- Complete training for the use of Patient Group Directions (PGDs) for prescribing and administration of medicines to be undertaken.
- Interest in medicine / care of the elderly
- Good communication skills
- Good leadership skills
- Good team worker
- Able to work without supervision
- Mentorship experience
- Good inter-personal skills
- Awareness of current professional nursing issues.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

## **TERMS AND CONDITIONS**

<b>Grade and salary:</b>	Band 5: £21,176 - £27,625 per annum pro rata Permanent
<b>Hours of work:</b>	18 hours per week
<b>Annual leave:</b>	27 days per annum pro rata Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.
<b>Public Holidays:</b>	8 days per annum pro rata on dates designated by NHS Borders Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.
<b>Superannuation:</b>	The post-holder is entitled to join the NHS superannuation pension scheme.

### **If Unsuccessful:**

If you have **NOT** heard from us within **4 WEEKS** of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

### **Equal Opportunities:**

In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

### **Disclosure checks:**

We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

### **Tobacco policy:**

We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

### **Hepatitis B:**

We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

**If your work involves exposure-prone procedures**, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

**Health and Safety at Work:**

You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders' Health & Safety Adviser.

**The closing date for completed application forms is:**

**5pm on Wednesday 10 April 2013**