**NHS GRAMPIAN**

**JOB DESCRIPTION**

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| 1. **JOB IDENTIFICATION**   **Job Title: Staff Nurse (New Graduate Nurse Programme 2024)**  **Department: Hospital and Community Nursing Teams within various Acute and Health and**  **Social Care Partnership settings, NHS Grampian**  **Hours: Full time (37.5 hours per week) and part time hours available**  **Grade: Band 4/5**  **Salary: Band 4 – £27,598 - £30,019 per annum (pro rata for part time)**  **Band 5 - £30,229 - £37,664 per annum (pro rata for part time)** |
| 1. **JOB PURPOSE**   To actively participate in the delivery of evidence/research based patient care as a qualified nurse in the multi-disciplinary team within the service area.  To work in partnership with the multidisciplinary team to deliver a high standard of care to all patients, their relatives and carers, which is research based and in accordance with the Nursing and Midwifery Council (NMC) as well as local and national guidance, policies, and legislation.  To develop own clinical experience and be responsible for the teaching, supervision and assessment of nursing students and healthcare support workers where appropriate. |

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| **3. ORGANISATIONAL POSITION** |
| 1. **SCOPE AND RANGE**   The post holder is accountable for all clinical decision making and for all clinical assessment and treatment under their management.  The post holder will at times be required to deputise for a more senior member of staff.  The post holder has a responsibility to teach, supervise and assess student nurses and healthcare support workers, to plan and prioritise workload and to delegate work to other staff members. |

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| **5. MAIN DUTIES/RESPONSIBILITIES**  **CLINICAL**   * Leads and directs the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures. * Communicates effectively with patients and carers and the multidisciplinary team. * Demonstrates delivery of a high standard of nursing evidence based research practice. * Manage, treat and care for patients transferred from other patient care areas. * Demonstrate ability to perform specific clinical skills required within the speciality. * Actively participates as an effective and competent member of the multidisciplinary team. * Demonstrate up to date knowledge of relevant conditions and procedures. * Demonstrates adherence to NHS Grampian / local policies and procedures. * Ensure safe storage and administration of medicines and treatments according to local and National policy**.** * To work in partnership with the Practice Educator/Facilitator in the delivery of education. * Actively participate in health promotion and rehabilitation.  ORGANISATIONAL  * Actively participate as effective team member. * Practises and promotes confidentiality at all times. * Demonstrates ability to effectively listen to other points of view. * Proactively leads a team and communicates with all colleagues in a professional manner. * Demonstrates knowledge and proficiency in implementing NHS Grampian/local policies and procedures. * Ensures written communications are accurate, appropriate and neatly recorded, adhering to NMC/NHS Grampian/local policies at all times. * Demonstrates ability to address issues arising in a professional and discreet manner whilst recognising their limitations. * Effectively analyses, prioritises and organises own workload. * Demonstrates an understanding of and adherence to local and National Health and Safety policies and procedures. * Demonstrates ability to take responsibility for own workload.  MANAGERIAL  * Demonstrates good leadership by managing the workload of junior staff, ensuring their time is appropriately utilised. * Demonstrates ability to take responsibility for own and junior staffs workload. * Provides support to others within the team. * Demonstrates ability to delegate to staff effectively in order to achieve optimal use of time and resources. * Demonstrates ability to deputise for senior nurses in their absence. * Demonstrates an awareness of available resources and how they should be most effectively used. * Demonstrates awareness of stock control systems and economy in the use of supplies. * Actively participates in the care and maintenance of hospital/community stock/equipment. * Demonstrates ability to monitor all service resources in the absence of senior staff, including staffing levels, staff absence recording, off duty and staff utilisation.  PROFESSIONAL DEVELOPMENT  * Completion of the Flying Start ® development programme within the 1st year in post. * Completion of the appropriate Practice Supervisor /Practice Assessor Preparation programme in subsequent year. * Acts as a positive role model for junior staff and students in the clinical area. * Demonstrates commitment to developing clinical skills and expertise. * Shows an awareness of research and audit. * Maintains responsibility for own personal development. * Actively participates in teaching programmes. * Demonstrates willingness to develop management skills. * Participates in the orientation of new staff. * Demonstrate willingness to undertake link person role in an area of special interest.  SERVICE DELIVERY  * Actively contributes to the provision of continuity of care for all patients in the service. * Demonstrates positive attitude to suggest changes in practice through evidence based care**.** |
| 1. **SYSTEMS AND EQUIPMENT**   Documents all aspects of nursing care in patient’s records and ensures that these records are kept up to date.  The post holder is required to directly use and/or maintain resuscitation equipment, manual handling aids and all clinical equipment as required within the service.  Computer Skills  The post holder is required to have basic intra/internet skills ant to be able to access current research and development. The post holder will be able to use the computer to access patient’s results on the internal system.  Equipment  Oxygen saturation monitors  Defibrillator monitor  Life support equipment  Digital thermometers  Weighing scales  Hoists  Sluice macerator  Oxygen & suction systems  Nebuliser machines  The post holder is required to report any incidents according to the DATIX reporting system. |
| 1. **DECISIONS AND JUDGEMENTS**   The post holder will be required to use their own initiative and be able to make sound decisions, however they must recognise their limitations and actively seek out guidance and supervision when required.  They will be required to use own judgement whilst observing patient’s condition and should report any changes in prescriptive care to relevant disciplines.  Typical judgements and decisions made in the course of the job are:   * Assessing patients and developing a plan of care * Assessing patients for potential risk factors * The nursing treatment and monitoring required for the patients * When medical intervention is required due to a change in patient’s condition * When relatives need to be contacted about a patient’s condition. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Main purpose of communication would be regarding patient’s condition and/or issues relating to patient care. Would be required to communicate with SCN and Nurse Manger regarding certain nursing team issues. The post holder will communicate effectively and professionally at all times.  **Internal**  Post holder is required to communicate verbally and in writing with patients, carers and members of the multi-disciplinary team. External Post holder is required to communicate verbally and through writing with relatives/visitors, other hospitals within NHS Grampian, other NHS boards, external organisations and bodies e.g. Higher Educational Institutes.  At times the post holder may have to play a lead role in dealing with distressed, upset, angry or anxious patients, carers, relatives and staff. The role of the nurse is to use communication skills to de-escalate as many situations as possible but to then ensure the safety of her/himself and any other patients and staff by managing the situation appropriately. This can be very demanding both emotionally and physically. |
| **9. PHYSICAL DEMANDS OF THE JOB**  High portion of job entails physical work and post holder would require manual handling skills, which should be kept up to date yearly or more frequently if required. At times the post holder would be required to assist less mobile patients moving from one area to another. Can work within confined spaces as other medical equipment maybe required for monitoring and supporting the patient’s condition.  There is a need for accuracy in the use of all clinical and other equipment used particularly regarding the administration and delivery of medicines and treatments.  The post holder will be required to be able to initiate appropriate emergency care ensuring that BLS training is kept up to date.  The post holder will be able to adapt to the shift pattern required within the European Working Time Directive and may be required to work a variety of shifts e.g. 12 hour shifts, day/night rotation.  The post holder may have to work alone. |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  The post holder should have the ability to adapt to the variety of situations that they will be presented with, as patient’s condition can change rapidly. The ability to constantly change priorities as demands of the workload dictates.  Participating in the management of ward stock/supplies, the post holder has to have the ability to work within an allocated budget.  The post holder is required to work within a multi-disciplinary team that consists of a variety of professionals who have their own priorities.  The post holder will be required to prioritise own workload, adapting flexibility to competing demands from various people. The post holder will be required to constantly prioritise workload to best manage patient safely and effectively in a constantly changing environment within limited resources.  The post holder should have the ability to manage violence and aggression incidents in the clinical setting. |
| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  The post holder is required to be a registered nurse with current NMC registration. During / prior to employment the post holder will be required to demonstrate the following:   * Evidence of leadership and sound decision making skills * Sound knowledge base with regards to speciality * Knowledge and experience of mentorship within clinical practice * Ability to participate in the delivery of presentations and teaching sessions. * Knowledge of NHS Grampian policies and procedures relevant to the area. * Well-developed written and verbal communication skills * Commitment to lifelong learning and personal development plan   It would also be beneficial but not essential for the post holder to undertake the following:   * Venepuncture and Cannulation course * Female catheterisation. * Intravenous Drug Administration.   It is desirable that the nurse at this level should also have skills and knowledge for an area of special interest, such as tissue viability, critical care or have an accredited skill such as Risk Assessor, Moving and Handling Instructor or Basic Life Support Trainer. |

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| **NHS GRAMPIAN**  **PERSON SPECIFICATION** |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below. |

# POST /GRADE: Band 5 Staff Nurse (New Graduate Nurse Programme)

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**LOCATION/HOSPITALS: NHS Grampian**

**WARD/DEPARTMENT: Hospital and Community Nursing Teams within various Acute and**

**Health and Social Care Partnership settings, NHS Grampian**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | NMC First level Nurse registration  Commitment to undertake Flying Start NHS® programme  Commitment to support student nurses as a Practice Supervisor |  |
| Experience | BLS training  Moving and Handling training  IT literate  Ability to demonstrate a willingness to respond to the demands of the post | Venepuncture  Cannulation |
| **Special Aptitude and Abilities** | Ability to demonstrate well developed numeracy, written, verbal communication and interpersonal skills  Commitment to deliver excellence in clinical care  Ability to work within a team environment  Ability to organise and prioritise own workload  Ability to demonstrate flexibility regarding workload demand | Willing to undertake specialist courses |
| **Disposition** | Professional and enthusiastic individual  Work flexibly, independently and as a team player  Compassionate  Self-motivated and able to motivate others  Commitment to continuing personal development |  |
| **Physical Requirements** | Ability to carry out all aspects of role |  |
| **Particular Requirements**  **of the Post** | Ability to work under pressure  Flexibility in shift / working patterns to meet the needs of the service |  |
| **Level of Disclosure check required** | Full PVG clearance |  |

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| **MAJOR RISKS IN DOING THIS JOB** |
| The major risks the job holder may face in doing this job include:   * Dealing with violence and aggression. * Moving and Handling of patients / equipment * Exposure to body fluids |