

SECTION 1

1. JOB IDENTIFICATION

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|-----------------------|---|
| Job Title: | Staff Nurse |
| Department(s): | Renal satellite Service |
| Location: | Buchan Renal Unit, Peterhead Community Hospital |
| Hours: | 18.5 hours per week |
| Grade: | Band 5 |
| Salary: | £33,247 - £41,424 pro rata per annum |
| Contract: | Permanent |
| Job Reference: | NS225158 |

2. JOB PURPOSE

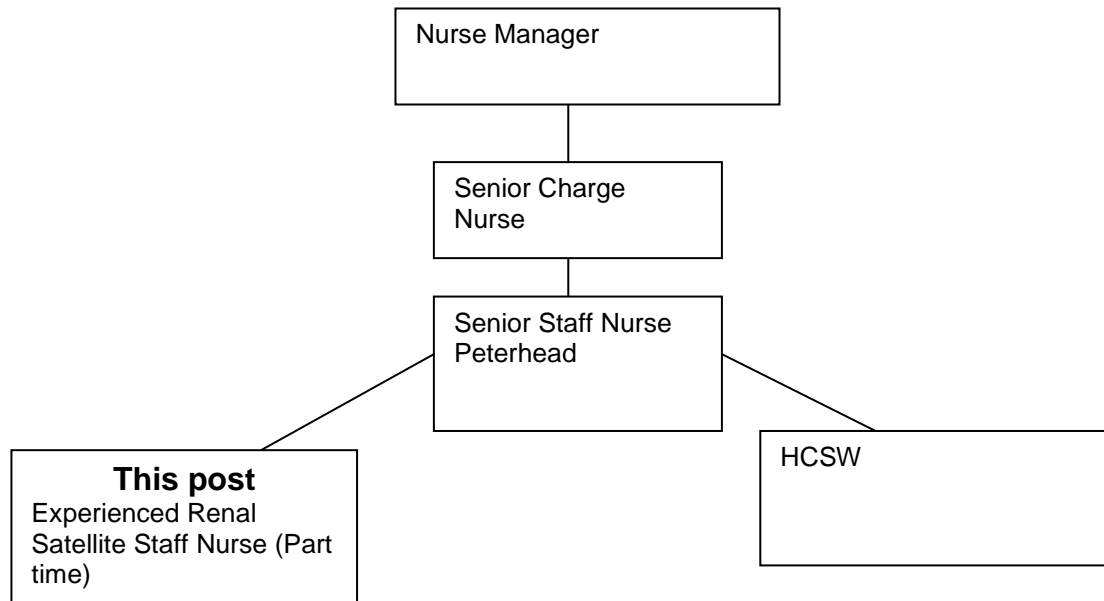
Actively participate in the delivery of evidence/research based patient care as a qualified nurse in the multi-disciplinary team within the service.

The nurse will participate in the teaching, supervision and assessment newly appointed staff.

The nurse will act at all times according to the professional standards in the NMC Code of Professional Conduct, as well as local and national health and safety legislation.

3. ORGANISATIONAL POSITION

Organisational chart attached.



Health Care Support Workers

4. SCOPE AND RANGE

The Buchan Renal Unit is expanding to an seven station dialysis unit, dialysing 26 patients from the Banff & Buchan area, each attending for three treatment sessions per week. It is open 6 days per week and is situated at Peterhead Community Hospital.

The Renal Unit has no on site Nephrology medical cover. Specialist advice is available by telephone contact with the main unit in Aberdeen, 33 miles away.

The condition of haemodialysis patients receiving haemodialysis treatment in the Satellite can vary widely, from the frail ill patient, being cared for as an in-patient in the Community Hospital to the stable out-patient. Some patients require minimal supervision and others who are physically disabled are dependent on nursing staff. All patients whilst undergoing haemodialysis treatment are dependent upon nursing staff.

- The post holder is accountable for all clinical decision making undertaken and for all clinical assessment and treatment under their management.
- The postholder may at times be required to deputise for a more senior member of staff.

- The postholder has a responsibility to participate in teaching and supervising fellow colleagues and visiting members of the multidisciplinary team, to support Staff Nurse Development and Route C course members
- The post holder may have to work alone, e.g. to cover meal breaks, gather equipment etc

5. MAIN DUTIES/RESPONSIBILITIES

CLINICAL

- Actively assesses, plans, implements and evaluates patient care through effective communication and documentation according to professional policies and procedures.
- Demonstrates delivery of a high standard of nursing care.
- Ensures named nurse status for patient
- Actively participates in health promotion.
- Communicates effectively with patients and carers and the multidisciplinary team.
- Demonstrates adherence to NHS Grampian/local policies and procedures.
- Ensures patient is involved in decision-making regarding their care.
- Demonstrates ability to perform specific clinical skills outlined in competency framework.
- Actively participates and communicates as an effective and competent member of the multidisciplinary team.
- Demonstrates up to date knowledge of relevant condition and procedures
- Ensures safe storage and administration of medicines and treatments according to local and national policy.

ORGANISATIONAL

- Practises and promotes confidentiality at all times.
- Demonstrates the ability to effectively listen to other points of view.
- Actively communicates with all colleagues in a professional manner.
- Ensures written communications are accurate, appropriate and neatly recorded, adhering to NMC/ NHS Grampian/local policies at all times.
- Effectively analyses, prioritises and organises own workload under supervision.
- Demonstrates the ability to manage the workload of junior staff, ensuring their time is appropriately utilised.
- Demonstrates ability to take responsibility for own workload.
- Actively participates as effective member of ward team and within extended team.
- Provides support to others within the team.
- Demonstrates ability to delegate
- Demonstrates understanding of and adherence to local and national Health and Safety policies and procedures.

MANAGING RESOURCES

- Demonstrates an awareness of available resources and how they should be most effectively used.
- Demonstrates economy in the use of supplies.

- Demonstrates an awareness of stock control systems and how they should be used.
- Actively participates in the care and maintenance of department stock/equipment.

PROFESSIONAL DEVELOPMENT

- Acts as a positive role model for junior staff and Health Care Support Workers.
- Demonstrates commitment to developing clinical skills and expertise in accordance with knowledge, skills and training to do the job.
- Participates in research and audit.
- Maintains responsibilities for own professional and personal development.
- Actively participates in teaching programme and in supporting learning.
- Demonstrates willingness to develop management skills.

SERVICE DELIVERY

- Actively contributes to the provision of continuity of care for all patients.
- Assists the Senior Charge Nurse and Renal Team in contributing towards the future development of the Service.
- Demonstrates positive attitude to suggested changes in practice through the introduction of evidence based practice.

6. SYSTEMS AND EQUIPMENT

- Documents certain aspects of nursing care in patient's records and ensures that these records are kept up to date. Paper and on line with the use of CV5
- The post holder is required to directly use and/or maintain clinical equipment as required within the service. This includes:-
Dialysis Chairs, Water Filters, Dialysis Machines, Infusion/syringe pumps, dynamaps etc
- The post holder is required to troubleshoot and to solve some dialysis machine problems with telephone assistance from a Dialysis Technician based in Aberdeen.
- The postholder is required to report any incidents according to the Occurrence Reporting System, DATIX

7. DECISIONS AND JUDGEMENTS

- The post holder will be responsible for the delivery of care to a certain number of patients.
This will be delegated by the nurse in charge who will have overall responsibility of duty allocation. The post holder will be required to use own initiative and be able to make decisions, however they must recognise their own limitations and actively seek out guidance and supervision when required.
- Post holder will be required to use own judgement whilst observing patient's condition and should report any changes to relevant disciplines.

8. COMMUNICATIONS AND RELATIONSHIPS

Internal

Post holder is required to communicate verbally, on line and in writing with patients, members of the multi-disciplinary team and Nurse in Charge.

External

Post holder is required to communicate verbally and in writing with relatives/carers/visitors, other healthcare professionals within NHS Grampian, other external organisations and bodies e.g. Higher Education Institutions

- The main purpose of communication would be regarding patients' conditions and/or issues relating to patient care.
- The post holder would be required to communicate with the Senior Nurse regarding certain nursing team issues.
- At times the post holder may have to deal with distressed, upset, angry or anxious patients, carers and relatives. 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 herself and any other patients and staff by managing the situation appropriately. This can be very demanding both emotionally and physically, particularly in a small unit, with a cohort of patients suffering from a chronic illness.
- In the absence of the Senior Charge Nurse, accessing appropriate line management support from Aberdeen, by telephone, with regard to difficult situations adds to the stress of the post

9. PHYSICAL DEMANDS OF THE JOB

- A portion of the job entails physical work and post holder would require moving and handling skills, which should be kept up to date yearly or more frequently if required. The post holder may be required to work within confined spaces, and will be required to assist immobile patients
- There is a need for accuracy in the use of all clinical and other equipment, particularly regarding the administration and delivery of medicines and treatments.
- The postholder will be required to be able to initiate appropriate emergency care.
- 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, long days, also to work additional hours to cover for colleagues sickness and absences. (Parental and Maternity Leave)

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- The post holder will be required to prioritise own workload, adapting flexibly to competing demands from various people.
- The postholder will communicate effectively and professionally at all times.
- The postholder will be able to cope with the workload within at times limited resources.

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

The post holder is required to be a Registered Nurse with current Nursing and Midwifery Council registration and with previous experience e.g. Return to Practice, Staff Nurse Development Programme, or generic post registration experience.

The following should also be demonstrated:

- ◆ The ability to teach and supervise students and have experience in mentorship.
- ◆ Sound knowledge of NHS Grampian policies and procedures relevant to the area.
- ◆ The ability to keep skills and knowledge updated and documented.
- ◆ Well developed written and verbal communication skills
- ◆ A commitment to lifelong learning and have an up to date Personal Development plan.
- ◆ Ability to apply Renal knowledge and skills effectively, demonstrating application of critical thinking from acquired renal competencies

Three months notice of termination of contract is required in this post

APPENDIX 3

| PERSON SPECIFICATION | | |
|---|---|---|
| POST/GRADE: Staff Nurse / Band 5 | | |
| LOCATION: Peterhead Community Hospital | | |
| WARD/DEPARTMENT: Buchan Renal Unit | | |
| <p>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. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below.</p> | | |
| GENERAL REQUIREMENTS | | |
| Factor | <u>Essential</u> | <u>Desirable</u> |
| Qualification & Experience | Registered Nurse with current UK NMC Registration. varied post registration experience Educated to Degree Level | Evidence of post registration learning Satellite experience Nephrology Pre dialysis PD experience Pre and post Transplant knowledge IV canulation |
| Circumstances & flexibility | Able to work flexible shifts to support the service needs Additional hours to cover SL, AL, PL, Study leave, etc | |
| Particular requirements of the post | Up to date mandatory training e.g. manual handling, Fire Lecture, BLS, BTS | Intermediate life support training Canulation Validation of Renal knowledge |
| Level of Disclosure check required | PVG | |