**NHS GRAMPIAN**

# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION**   **Job Title: Staff Nurse**  **Department: Surgical Unit**  **Location: Royal Aberdeen Children’s Hospital, Foresterhill, Aberdeen**  **Hours: 26 hours per week**  **Band: Band 5**  **Salary: £24,670 – £30,742**  **Job ref: PM014420** |
| 1. **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 be responsible for the teaching, supervision and assessment of junior staff, student nurses and untrained 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. |
| **Staff Nurse**  Senior Staff Nurse  Ward Manager  Clinical Nurse Manager   1. **ORGANISATIONAL POSITION** |
| 1. **SCOPE AND RANGE**  * The post holder will take charge of the service area in absence of the ward manager with on going responsibilities, lead existing resources and maintain bleep holding responsibilities for the Royal Aberdeen Children’s Hospital as appropriate. * 24 bedded unit, admitting children from birth to 16 years. There is flexibility with the upper age limit to allow us to meet the best interests of the child and to comply with the Children’s Charter. * Children may be admitted from the Grampian, Orkney or Shetland catchment areas. There is also flexibility to accommodate children out with this area due to managed clinical networks or the need to receive specialist care delivered at this centre. * Children admitted with surgical conditions including general surgery, orthopaedics, plastic surgery, ENT and eyes.   .   * Average length of stay 2.2 days * Average admissions per year 2000. . * Approximately 6-12 nursing students allocated to ward at any one time. * The post holder is accountable for all clinical decision making undertaken 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 untrained nurses, to plan and prioritise workload and to delegate work to other staff members.  The post holder may also responsible for providing specific care to outpatients attending the surgical unit. |
| **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 from admission to discharge. * Actively participates in health promotion and rehabilitation. * 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 competencyFramework. * 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 to junior staff effectively in order to achieve optimal use of time and resource. * 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  * Participates in the appraisal of junior staff. * Acts as a positive role model for junior staff. * 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 within Child Health Service. * Assists the Nurse Manager and Senior Nursing staff in contributing towards the future development of the Service. * Demonstrates positive attitude to suggest changes in practice through the introduction of evidence based practice. |
| 1. **SYSTEMS AND EQUIPMENT**  * The job holder documents all aspects of nursing care in patient’s records and ensures that these records are kept up to date. * The job holder is required to report any incidents according to the Occurrence Reporting System.   The Job Holder will regularly use the following:   * Infusion Devices * Cardiac Monitors * Saturation Monitors * Apnoea Monitors – to monitor respiratory effort * Blood Pressure Monitoring Machines * Weighing Scales * Hoists * Stadio meters – height measuring machines * Digital Thermometers * Oxygen and Suction Equipment * PACS digital x-ray imagery * Defibrillation Machines * Use of computer, including word, excel and power point systems * Sluice Master * Specialist seating * Security system * Emergency call system |
| **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.  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 * What nursing treatment and monitoring is required for the patients * When medical intervention is required for a change in patients condition. |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  **Internal**  Post holder is required to communicate verbally 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 carers, 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. |
| **9. PHYSICAL DEMANDS OF THE JOB**   * Clinical aspect of job involves much of the time standing or walking around. The ward has a widespread geographical layout and involves much walking on a daily basis. * The post entails physical work and requires manual handling skill, which should be kept up to date annually or more frequently if required. * The post holder will be required to assist immobile patients using hoists and lifting aids. * The post holder may work in confined spaces with medical equipment as required for monitoring and supporting the patient’s condition. * Ergonomics that are required in handling and caring for patients including the administration of medications, application of dressings, accessing central venous lines, manoeuvring of drug trolleys, dressing trolleys, food trolleys and linen skips. * Extremely frequent hand washing required. * Measuring and disposal of body fluids and any cleaning associated with spillage of them with the correct personal protective equipment. * 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. * Ensuring safe handling of hazardous substances as per COHSE regulations. * At times there are occasions when violent/aggressive incidents may occur. Regular sustained effort or sudden intense effort in the management of violent incidents for short or long periods of time may be required. . * Emotional demand leading to physical effect – The post holder will be required to deal effectively with limited resources, whilst also being required to prioritise own workload and adapt flexibly to competing demands from various people. * 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. |
| **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. They should also have to accept that certain outcomes of patient care * will be unfortunate and at times difficult. * Participating in the management of ward stock/supplies the post holder has to have the ability to work within an allocated budget. * Wording with children who have terminal illness or unexpected death, child abuse or family breakdown. * The post holder is required to work within a multi-disciplinary team that consists of a variety of professionals * who have their own priorities. * Violence and Aggression – dealing with people with severely challenging behaviour * 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 will communicate effectively and professionally at all times. * The post holder 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 Paediatric 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 junior staff and have experience in mentorship and preceptorship. * 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. |

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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: Staff Nurse / Band 5

**LOCATION/HOSPITALS: Royal Aberdeen Children’s Hospital**

**WARD/DEPARTMENT: Surgical Unit**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Part 8/15 NMC Register | * Degree in Nursing |
| Experience | * Experience of acute, varied paediatric   care encompassing a wide age range   * Supporting and teaching learners in the clinical setting | * Experience of infants/children requiring surgical intervention * Experience as a staff nurse in paediatric setting * Risk Management experience |
| **Special Aptitude and Abilities** | * Communication – verbal, written and listening * Ability to assess, plan, implement and evaluate are * Good interpersonal skills * Able to work well in a team * Use of initiative * IT Experience * Teaching and supporting * Understanding of professional roles and responsibilities * Prioritisation skills | * Knowledge of evidence based practice * Experience of managing a discreet area * Evidence of reflective practice and self awareness |
| **Disposition** | * Empathetic * Reliable * Respect for patients/carers and colleagues * Patient * Flexible * Enthusiastic * Sense of humour * Questioning manner | Innovative  * Assertive |
| **Physical Requirements** | * Ability to adhere to Board’s manual handling policies |  |
| **Particular Requirements**  **of the Post** | * Ability to work 12 hour shifts. Days or nights. * PVG |  |

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| **MAJOR RISKS IN DOING THIS JOB** |
| Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression.  If there are no major risks for the job holder please tick this box |