

Join us

Relief Community Nurse



Where
compassion
meets
adventure



Contents

Welcome from James Goodyear, Interim Chief Executive.....	3
Job Advert.....	5
Job Description	7
Person Specification	14
Introduction to Orkney and NHS Orkney	15
Recruitment Process.....	17

Welcome from James Goodyear, Interim Chief Executive

Thank you for your interest in this exciting position.

Orkney is a really great place to live and work. We strive to look after our community, provide excellent care and grow local talent. We are also excited by the increasing diversity that our colleagues from elsewhere in the UK and the world bring to Orkney. If it's a move you are considering, like I did, you will no doubt have a lot of questions going through your mind about what it's really like to live and work on an island and you can find out more about living and working here in our *Introduction to Orkney and NHS Orkney* section.



Below is some helpful information about working here to help you as you do your own research. I hope that you find this pack useful, and that it helps you come to the conclusion that you should apply to work here.

We are proud to employ 800 staff across our community, primary and secondary care services. We call this team, Team Orkney, recognising we are one team, all pulling in the same direction.

NHS Orkney is on an exciting journey of improvement and has a bright future. Our Promise (vision) is: 'Looking after our community and providing excellent care.' Our Corporate Strategy - called "Delivering what matters to our community: 2024-2028" is our compass and sets out our year-on-year priorities.

Our values, aligned to those of NHS Scotland, are:

- **Open and honest**
- **Respect**
- **Kindness**

Our five strategic objectives, are:

1. **Place** – by 2028 we will be a key partner in leading the delivery of place-based care which improves health outcomes and reduces health inequalities for our community
2. **People** – by 2028 we will ensure NHS Orkney is a great place to work
3. **Patient safety** – by 2028 we will consistently deliver safe and high quality care to our community
4. **Performance** – by 2028 we will within our budget, ensure our patients receive timely and equitable access to care and services and use our resources effectively
5. **Potential** – by 2028 we will ensure innovation, transformation, education and learning are at the forefront of our continuous improvement

You can read more about our Corporate Strategy on our website: <https://www.ohb.scot.nhs.uk/nhs-orkney-corporate-strategy-2024-delivering-what-matters-our-community-2024-2028>

I believe in compassionate and visible leadership and creating an open, honest and transparent culture that supports staff to innovate, feel empowered to lead and to fulfil their true potential.

I want us to have a listening and learning culture here, where staff feel supported, valued, looked after and safe speaking up when they have concerns, including those about safety, and confident knowing they will be listened to and their feedback acted on.

It is important that we consistently listen to and respond to patient and staff feedback so that we can learn and continuously improve what we do.

It is also important to me that we have an inclusive culture and one where difference is celebrated, and where staff feel comfortable bringing their whole selves to work.

The final thing I would like to say to any prospective applicant who may be considering a move to Orkney is that the islands occupy an enviable location at the North of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, and with an open and vibrant community, it is the perfect location to call home within a safe and welcoming community.

This, along with Orkney's direct flight connections to other major cities in Scotland and now further afield including London, means the area can offer staff so many rewarding opportunities for those in pursuit of finding the right work-life balance. If you'd like to discuss any opportunity, please get in touch with us and we'd be pleased to discuss further.

We recognise you will have many questions for us to help you to reach the right decision about your future. I look forward to hearing from you, and I hope meeting and working with you.

We are on an exciting improvement journey – and you could be part of this.

James Goodyear

Interim Chief Executive

NHS Orkney





Job Advert



About the Organisation:

As Scotland's smallest health board, NHS Orkney is committed to delivering excellent care to our 22,000 residents. Whether you're new to the NHS or bringing experience from elsewhere, your skills will make a real difference.

Our modern healthcare facility, The Balfour, brings together inpatient care, emergency services, outpatient clinics, diagnostics, GP practices and the Scottish Ambulance Service. We're also investing in services across our outer isles, ensuring high-quality care reaches every corner of Orkney.

We are guided by our core values that shape everything we do – Open and honest, Respect and Kindness – from how we care for our patients to how we support each other as colleagues.

About Orkney:

With over 70 islands – 20 of them inhabited – Orkney offers a unique blend of natural beauty, close-knit community and an opportunity for adventure. From dramatic coastlines and rare wildlife to rich cultural traditions and active lifestyles, it's a place where compassion thrives and every day brings something new. Regularly named one of the UK's best places to live, Orkney offers a lifestyle that's both fulfilling and inspiring.

The Position:

Are you ready to develop new generalist skills and build on your experience?

Could your nursing skills and experience help us to achieve our vision of becoming a centre of excellence in remote and rural healthcare?

We are seeking a highly motivated Registered Nurse with a passion for clinical care, a strong team-work ethic, and the aspiration to develop skills in Remote and Rural Practice to join the Community Nursing team.

The Community Nursing team are responsible for assessment, development, implementation, and evaluation of care to individuals and families, in liaison with the Senior Community Nurse. The post holder will primarily be based on the mainland, but suitably experienced applicants may be expected to work on the Isles when required.

If being part of a supportive and flexible team, whilst working in a place with a strong sense of community appeals to you, then consider joining the Community Nursing team and help us provide high quality patient care.

As part of your job application you will be asked an assessment question, please note this will be used as part of our short listing process.

The Candidate:

Applications are sought from registered nurses with a current UK NMC registration, who are confident in their ability to work autonomously and as part of the wider primary care team. Excellent communication and observational skills are essential for this role. Experience of community nursing in a remote setting would be advantageous, however registered nurses wishing to develop their skills in community nursing would be considered.

It is essential that the post holder has access to transport and if driving themselves, should hold a full driving licence. If by virtue of a disablement, an applicant has the qualifications to perform the post but cannot drive, then the possibility of adjustments to arrange transport will be considered.

Location, Working Pattern and Contract Duration:

This post will be based at **The Balfour**

The successful candidate will work **as and when required**

This post is **Relief**

It is a condition of this employment that you must live and remain a resident within the UK for the post in which you will be employed with NHS Orkney.

Benefits and Salary:

Did you know NHS Scotland salaries are higher than those in England, Wales, and Northern Ireland?

The salary for this post is **Band 5** and if residing on Orkney, you'll also receive a **Distant Islands Allowance of £1,657** pro rata per annum, adding extra value to your rewarding career with us.

NHS Orkney also offers an attractive pension scheme, wide range of work life balance policies, employee assistance programme and various discounts to both local and national retailers.

Further Information:

If you share our vision and are ready to be part of Team Orkney, we'd love to hear from you. Your rewarding career starts here!

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require any during your application. If there are additional requirements you would like to request, please contact ork.recruitment@nhs.scot

For further guidance on the recruitment process and tips for creating a strong application, please refer to our Candidate Application Pack.

For an informal discussion, please contact our Clinical Team Leads Eileen Norquoy by email eileen.norquoy@nhs.scot or Stacey Tait by email stacey.tait@nhs.scot

This post is subject to a Disclosure Scotland check.

Job Description

1. JOB DETAILS	
JOB TITLE	Relief Community Nurse
SERVICE	NHS Orkney
DEPARTMENT	Community Nursing
GRADE	Band 5
LOCATION	The Balfour
REPORTING TO	Community Clinical Team Lead

2. JOB PURPOSE

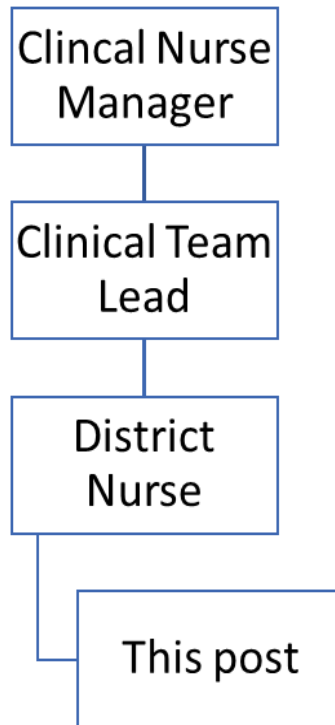
The post holder will work within a designated Community Nursing Team and be available to provide relief cover to other Mainland based Community Teams. The post holder will contribute to and be responsible for holistic assessment, development, implementation, and evaluation of care to individuals and families, in the community in liaison with the senior Community nurse for the area. There is also a need to participate in the provision of the out of hours on call rota.

The post holder will ensure that nursing care is delivered using competencies within the scope of practice as agreed by NHS Orkney and the NMC.

3. DIMENSIONS

The post involves working as part of a Community Nursing Team within Primary Care undertaking nursing duties within Mainland practices. The post holder will work under the leadership and directive of the senior community nurse, to provide a nursing service for the designated practice population. The work involves a significant amount of collaborative working with other health care professionals and other agencies in public, private and voluntary organisations. There is an on-call responsibility which will require making autonomous clinical decisions using clinical guidelines.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide community nursing services for housebound patients encompassing the four GP practices and three care homes in mainland Orkney.

6. KEY RESULT AREAS

Work autonomously and as directed to holistically assess needs, plan, and implement care for patients with nursing needs in the community. Review and evaluate planned care. Early identification of problems taking a proactive role to improve health.

Provides a high standard of care at all times in accordance with The Code (NMC 2018)

Participate in health education activities and promote health lifestyles and safety in the home.

In the absence of the senior nurse, undertake management of the team's caseload, including taking responsibility for liaison with and referring patients to and accepting referral from other professional within the health service and partner agencies without direct supervision.

To liaise with the nominated community nurse in planning own work rota to ensure service staffing needs are met.

Work within a multi-agency partnership to improve the health and wellbeing of people living in the community by working with individuals, families, and communities, providing evidence-based advice and care. Participating in the planning and implementing of health promotion programs, and by referencing policy at local and national level.

Communicate with informal and formal carers and families to provide support and advice.

Maintain appropriate stocks and stores of dressings, medications etc in people's homes and in the work base. To be aware of budgetary constraints by using resources effectively.

Promote independence and self-management where possible by encouraging enablement and promoting rehabilitation.

Have awareness of and work with colleagues to implement new practices using active research and clinical audit.

Respond to and take appropriate action when nursing care is required in an emergency during the day and out of hours. Role includes making decisions without supervision and making appropriate referral to other health and social care professional.

Act as a role model and mentor in teaching student nurses, colleagues, formal and informal carers.

Liaise with Social services and complete Single shared assessment as appropriate to identify health and social needs and to arrange services to meet identified needs. To review services and record any unmet needs.

To deal with complex emotional and physiological difficulties for example in palliative care or initially after diagnosis.

Support patients and families through end of life and terminal care including management syringe drivers, intravenous injections.

Actively participate in multidisciplinary meetings, case conferences and videoconferences e.g. hospital discharge.

Maintain accurate records (including practice computer records and community nursing paper notes) according to The Code (NMC 2018)

Works autonomously within sphere of competence and professional practice as agreed by NMC, and in accordance with local policies and procedures.

Participates in NHS Orkney's Appraisal Process and ensures Personal Development Plan and Turas is updated and appropriate to the role.

Identifies and undertakes own on-going professional and educational development in accord with the needs of the service and role of the community nurse within NHS Orkney.

Engages in clinical supervision and self-evaluation in order to improve clinical practice.

Participate in the management and clinical support of patients with long-term conditions.

Participate in supporting patients discharged from hospital and where appropriate preventing unnecessary hospital admission.

Leg ulcer management including doppler.

Wound management and Tissue Viability.

Falls prevention and assessment.

Continence assessment and care including male and female catheterisation, suprapubic catheterisation.

Palliative and terminal care including management of syringe drivers.

Venepuncture.

Gastrostomy management and care.

Emergency equipment and treatment.

Patient education for example healthy lifestyle changes, stoma care and diabetic care.

Support of service development.

7a. EQUIPMENT AND MACHINERY

Ensure manual-handling equipment is functional and available for patients as assessed.

Computer, laptop, printer, photocopier, telephone.

Pager.

Mobile phone

Sphygmomanometer

Thermometer

Stethoscope

SPO2 monitors

Doppler

Bladder scanner

Equipment for venepuncture

Syringe driver

Blood glucose monitor

OT equipment

Emergency equipment

7b. SYSTEMS

Comprehensive assessment, care planning and ongoing evaluation of patients using

Orem's model of nursing. Use of NHS Orkney documentation relevant to individual patient care including recording in General Practitioner notes and on computers.

Familiar with using Microsoft Teams and Near Me

Completion of monthly SSTS

8. ASSIGNMENT AND REVIEW OF WORK

The clinical team lead/senior nurse will be responsible for the delegation of agreeing key objectives, reviewing performance, formal appraisal, clinical guidance, and supporting professional development.

The post holder will be responsible for, day-to-day prioritisation and organisation of their work.

Workload will be generated by individuals, families and community need, self-referral, GP's, hospital teams, other health care professionals and other agencies.

9. DECISIONS AND JUDGEMENTS

Makes clinical decisions in planning and prioritising patient care and referring / seeking medical decision-making support and advice as required.

Prioritising own workload and show awareness of workload levels for others in the team.

Consider individual needs, professional skills, and resources available.

Dealing with call outs and unpredictable situations.

Risk assessing situations for example adverse weather conditions or lone working.

Making judgements regarding safe levels of care.

Incident reporting by DATIX.

Ethical issues such as patients refusing prescribed medication or nursing treatment.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working across diverse clinical contexts with an unpredictable workload.

Lone working and autonomous decision-making and on call duties.

In urgent or emergency situations, being able to deliver quality, spiritually sensitive and culturally appropriate care to patients with communication problems e.g. non-English speaking, deaf, have learning difficulties, unidentified unconscious people.

Potential of dealing with violence and aggression and disruptive / challenging behaviour, both verbal and physical from patients or visitors.

Establishing and maintaining effective communication including de-escalation techniques, with various individuals with potentially complex and stressful issues.

Dealing with unavoidable delays e.g. transport/weather

Delivering care in patient's homes with varying facilities and conditions.

To be the first emergency healthcare response awaiting back up from GP/responders

Managing unrealistic expectations of colleagues and patients.

Maintaining up to date clinical knowledge and competences in for a wide range of presenting conditions across unscheduled and Out of Hours care and community nursing.

Driving conditions/ distance/time, through the night for emergency call outs.

Improvisation, for example lack of hygiene facilities and equipment.

Involved in the implementation of change (service and practice).

11. COMMUNICATIONS AND RELATIONSHIPS

Regular professional contact with patient's informal carers and families and communities.

Maintain confidentiality as per The Code (NMC 2018)

Communicate with patient and relatives at sensitive times for example bereavement, discharge from hospital after major surgery or distressing news.

Participate in complex formal meetings of a complex nature with the community, social services, professional and voluntary organisations as required.

Regularly participate in informal meetings in patient's homes with care workers from other organisations e.g. local authority and voluntary organisations.

Professional communication and team working with GPs and other staff within the practice.

Meetings with the multi-disciplinary team to plan patient care or to work on aspects of service delivery.

Effective communication within the community nursing team, including written, electronic, and verbal reports on patient care.

Communication with other professionals to arrange discharge for patients being treated in another health authority as indicated.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

Frequent need for carrying of light loads and working in cramped restrictive settings

Occasional need for carrying very heavy 20kg+ or bulky equipment, e.g. commode, with an unpredictable frequency

Moving and handling of individuals in bed care or wheelchairs

Frequent use of a computer

Community visits are a core part of the role, requiring frequent driving across the local area.

Mental

Having to re-prioritise workload at short notice to accommodate unpredictable circumstances.

Regular requirement to for periods of concentration and attention to detail when carrying out patient assessment and observations.

Needing to make time sensitive decisions when dealing with urgent or life-threatening conditions.

Using a variety of assessment approaches and interpretation of complex findings in a finite resource environment.

Driving in difficult conditions e.g. at night, in very high wind, snow, poor visibility, on farm tracks.

Administration of medicines

Writing reports for example patient records.

Ability to make triage decisions when dealing with urgent or unplanned care episodes as well as daily workload. Due to the nature of the post, interruptions, and the requirement to reprioritise work are likely to be a frequent occurrence.

Emotional

Regularly caring for terminally ill patients.

Supporting families in palliative care of loved ones and then bereavement period

Rare exposure to unexpected deaths

Provide care to individuals in heightened states of distress, acute mental health crisis or confusion

Supporting colleagues and enabling debrief conversations within the team

Advocating for patients

Negotiating and influencing skills to motivate others in potentially volatile situations, conflict management skills

Environmental

Exposure to body fluids, including taking blood samples, catheter care, wound dressings.

Exposure to infections including resistant bacteria.

Exposure to unpredictable working conditions in patients' homes, i.e. unpleasant odours, smoking, pets, farm animals and poor hand washing facilities, cold temperatures, and cramped conditions.

Office Conditions

13. KNOWLEDGE, TRAINING AND OR EXPERIENCE REQUIRED TO DO THE JOB

First level registered nurse with previous experience and current NMC registration.

Diploma/Degree in Nursing.

Moving and handling training.

Health and safety training.

Risk Assessment Training

Experience of holistic assessment, care planning and evaluation and communicating information within the team to provide continuity of care and as appropriate.

Competencies to undertake main duties and responsibilities detailed in Section 6.

Ability to drive a car and have access to a car.

Job Description Agreement

Job Holder's Signature

Date:

Head of Department Signature

Date:

Person Specification

Job Title: Community Nurse
Department: Primary Care
Location: Various – Balfour Base

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	Evidence of a wide range of clinical skills Ability to work without direct supervision	Experience of community nursing in a remote setting
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	RN 1st level. Current NMC Registration Diploma/Degree in Nursing. Evidence of up to date and on-going learning and development Basic Life Support	ILS or equivalent emergency care training
KNOWLEDGE AND SKILLS	Excellent interpersonal and communication skills Good decision making and problem-solving skills. Awareness of importance of confidentiality Organisational skills and the ability to prioritise work. Working knowledge of infection control in a community setting Up to date moving and handling skills. Evidence of applying evidence based clinical knowledge to practice. IT Skills	Experience of teaching/mentoring/coaching Working knowledge of Microsoft Teams, video conferencing/IT solutions
OTHER	Full driving licence	

Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.



According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to www.orkney.com or www.orkneycommunities.co.uk and learn more about NHS Orkney at www.ohb.scot.nhs.uk.



Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

ork.recruitment@nhs.scot

Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>