

Senior Charge Nurse - Uist Community Nursing team

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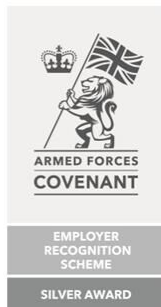


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Western Isles Health Board
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Job Advert



Senior Charge Nurse Uist Community Nursing Team

Band 7 £50,861 - £59,159 per annum
Plus Distant Islands Allowance of £1,406 per annum
37 hours per week
Permanent post

An exciting opportunity has arisen for an experienced, highly motivated and dynamic person to work within NHS Western Isles as a Community Senior Charge Nurse to lead the Uist Community Nursing Team.

The successful applicant will provide overall clinical, professional leadership and operational management to a team comprised of District Nurses, Staff nurses and Healthcare Assistants.

The post holder will be a clinically visible leader who works closely with the wider nursing and multidisciplinary team to ensure that the delivery of effective and appropriate care is provided to the population within their geographical area including care of patients at home, care homes and CTAC centres.

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme).

This post is not eligible for relocation expenses.

For further information regarding this post, please contact Murray Graham, Lead Nurse via email at murrayangus.graham@nhs.scot.

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: apply.jobs.scot.nhs.uk, along with a job description.

Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk>, còmhla ri dealbh-obrach.

Any further queries, please contact Tel: 01851 762027.

NHS SCOTLAND JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION	
Job Title:	Senior Charge Nurse
Responsible to (insert job title):	Lead Nurse Community Services
Department(s):	Community Nursing Services – Western Isles
Directorate:	
Operating Division:	Integrated Joint Board
Job Reference:	
No of Job Holders:	4
Last Update (insert date):	01.12.2025

2. JOB PURPOSE
- Carries continuing responsibility for the assessment, planning, implementation and evaluation of high quality patient/client care for a specified geographical area within the community. The Senior Charge Nurse will take a lead role for improving and advancing clinical care that is essential in this role and should represent 80% of the post-holders time. - Will work flexibly across Primary and Community Care providing strong and effective leadership across professional and organisational boundaries - Responsible for supporting clinical decision making for the adult population including advanced assessment and treatment of patients in their own homes and those receiving palliative or end of life care. - Responsible for day to day operations and the implementation of agreed service developments and agreed local/national strategies & plans. - The post holder continually strives to improve pathways for patients, clients and young people, their carers and families working in collaboration with a wide range of professionals, voluntary agencies and other statutory services. - Contribute to the development of organisational and national objectives N.B In the event of NHS Scotland being placed on an ‘Emergency Footing’ and or NHSWI declaring a ‘Major Incident’, or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.

3. DIMENSIONS

As the clinical team leader, the post holder has a key role in ensuring the achievement of the NHS Western Isles organisational objectives. The role combines clinical management and leadership responsibilities with additional responsibilities for a geographical caseload for a diverse range of services including:

- 24 hr District Nursing
- OPAT Service
- Services to Vulnerable adults
- Support for families and carers.
- Vaccination distribution and administration
- Community Treatment & Care (CTAC)

The post holder practises independently by virtue of advanced knowledge and skills and manages a team of between 10-20 staff ensuring that robust communication processes are in place to support effective service delivery and optimal care for families and individuals meeting the health needs of local communities.

4. ORGANISATIONAL POSITION

Nurse/AHP Director/Chief Operating Officer



Associate Nurse/AHP Director



Lead Nurse Community



Senior Charge Nurse (This Post)



Community Nursing Team

5. ROLE OF DEPARTMENT

Working across a wide geographical area the community nursing team provides person centred care in patients homes, within care and nursing home settings, in General Practices and local community groups providing optimal care for families and individuals to meet the health needs of local communities.

6. KEY RESULT AREAS

Clinical Role

- Responsible and accountable for ensuring the ongoing management and effective delivery of the Nursing, workload/caseload
- The SCN will be able to perform and support others working in community services to undertake clinical assessment, develop and deliver a plan of clinical care and manage both the stable and the acutely unwell patient and his/her family at home, making appropriate decisions using skills and knowledge at an enhanced level
- Work collaboratively with service users, families, carers and other health and social care professionals on making shared clinical decisions to provide the best outcome for the service user, their relatives and/or carers referring on appropriately as required
- Nurse independent prescriber, assessing need for medication/fluids and prescribing appropriately.
- To carry out clinical skills such as (but not exhaustive of) venepuncture, cannulation, IV medication preparation and administration, management of fluid balance, undertake 12 lead ECG
- Understand the determinants of ill health and health improvement functions in order to promote the public health/health improvement role of all nurses working in the community.
- Develop a team approach to care which is proactive, timely, flexible, anticipatory and delivered by individuals with the most appropriate skills.
- Develop the team to support self-care, empowerment and proactive approaches to care.

Management/Leadership

- Provide clinical and professional leadership to the nursing/multi-disciplinary team and contribute to practice development and the health improvement/long term conditions agenda.
- Demonstrate the ability to function competently both as a leader and team member, and understand and acknowledge the role and function of others in the development of effective partnership working.
- Contribute to policies, strategies and plans that impact on the health and wellbeing of individuals, families and communities.
- Maintains a clear knowledge of the specific health needs of the community and uses appropriate workforce planning tools, ensures skill-mix relates to these.
- Take account of the role, skills/competences of staff and, where applicable develop them to enhance the delivery of effective care.
- Be a source of encouragement and motivation within the team and act as a role model for the team by representing the values and beliefs of the nursing profession as well as those of the organisation.
- Be influential in the provision of systematic, flexible and innovative approaches to problem solving and the implementation of decisions.
- Demonstrate a clear understanding of organisation goals and participate, where appropriate, in their development and implementation.

- In collaboration with the Lead Nurse review nursing vacancies in relation to skill mix and clinical need and recruit accordingly
- Support staff in relation to complex issues affecting workload
- Be an authorised signatory for staff, travel recruitment, training etc. in accordance with Standing Financial Instructions.
- Ensure systems are in place and working effectively to demonstrate and evidence workload demand and delivery.
- Be responsible for the management of a devolved in year budget.
- Complete administrative duties timeously; eg, complaint responses, InPhase completion
- Implement robust staff governance structures, incorporating Supervision, Communication, Coaching, Annual Reviews, Objective setting and Performance Management

Professional

- Be fully compliant with the NMC Code of Professional Conduct, NHS Western Isles Policies, Procedures and other relevant guidance documents, which support and maintain standards of professional practice for Nurses .
- Ensure effective delivery of Community Nursing in practice.
- Ensure effective, accurate and contemporaneous documentation is maintained and managed according to developed systems and in accordance with the national/local/professional policies, guidance, data protection and the Freedom of Information Act.

Education/Research

Ensure evidence based excellence in care delivery by:

- Ensuring the delivery of evidence-based care and participates/leads practice development
- Explore innovation and drive quality improvement promoting and creating a positive atmosphere for growth
- Accessing, appraising and applying the evidence base to meet individual/population needs using national guidelines and standards, and employing appropriate risk assessment tools to identify actual and potential risk and implementation appropriate interventions.
- Taking responsibility for personal and team Continuous Professional Development to enhance knowledge, skills and values needed for safe and effective practice and identification of training/development needs through participation in PDP process.
- Participating in performance management of staff to ensure clarity and purpose of role
- Ensuring mentoring systems are in place for all learners within the clinical learning environment.
- Attend, and or complete all NHS Western Isles mandatory training requirements.

7a. EQUIPMENT AND MACHINERY

The post holder will be responsible for ensuring the maintenance and safe and efficient use of equipment accordance with local policy:

- Patient aids such as hoists
- Non Clinical equipment, e.g. Health Promotion Materials
- IT equipment
- Clinical Recording Equipment e.g. Scales, sphygmomanometers

7b. SYSTEMS

The post holder has responsibility for:

- Accurate management, storage, monitoring and retrieval of client records in accordance with professional standards, data protection and IT policy and security
- Accurate patient documentation in accordance with regulatory professional standards.
- Recording individual activity in accordance with the national and local systems
- Compiling statements/reports as requested
- Completing and communicating assessment documentation e.g. Continence, tissue viability and single shared assessment
- Staff rostering and management of absence.
- Responsibility, as applicable, for risk assessment and Risk regulation.
- Responsible for implementation of service improvement systems i.e. DATIX; RTC

8. ASSIGNMENT AND REVIEW OF WORK

The post holder practises independently by virtue of advanced knowledge and skills and manages a team of between 10-20 staff ensuring that robust processes are in place to support effective service delivery and optimal care for families and individuals in meeting the health needs of local communities.

Work will be carried out and reviewed in accordance with NHS Western Isles appraisal and personal development policy and guidelines.

Will have a personal development plan

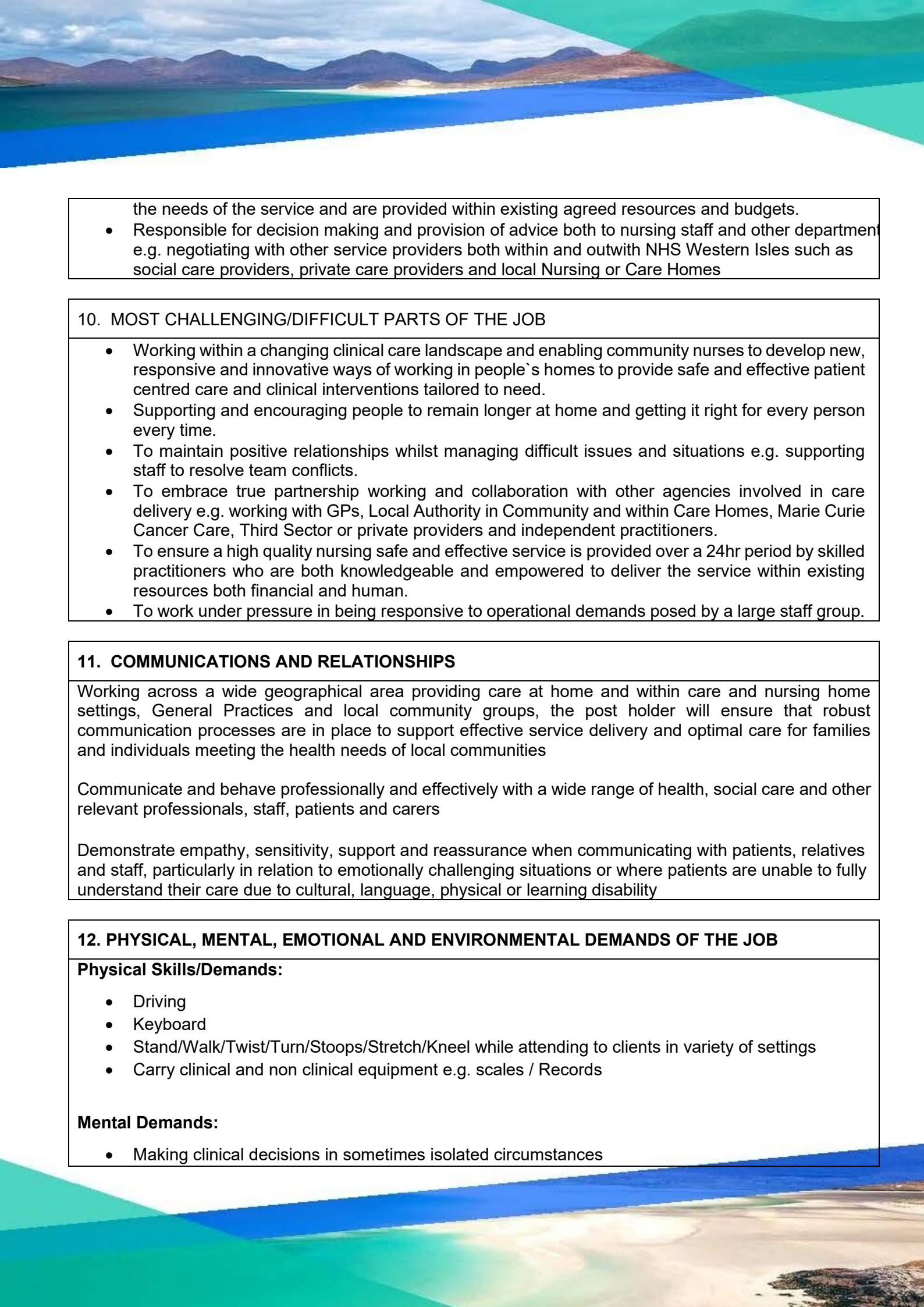
Performance review and appraisal will be carried out throughout the year by Lead Nurse Community

Report occasional complaints, incidents and accidents via the appropriately identified channels and assist managers in their investigation and resolution ensuring action plans are appropriately implemented

9. DECISIONS AND JUDGEMENTS

The post holder is:

- Responsible for analysing, assessing and prioritising a very broad range of challenges which need both clinical and non clinical analysis, reviews and action taken to resolve these as well as implementation of action plans with significant others.
- Takes account of managing clinical risk in dealing with undifferentiated client groups across the community
- Accountable and responsible to the Lead Nurse, Community
- Offers evidence informed advice to others on community nursing issues
- Required to work independently and use judgement on a daily basis re staff deployment and specific leave requests sometimes as a matter of urgency using the freedom to act without direct supervision.
- Required to use a significant degree of initiative in order to anticipate and react to changes in service need e.g. any event that will deplete the staff available to maintain service levels at optimum level to ensure quality care is maintained.
- Responsible for ensuring all equipment purchases/training provisions are appropriate to



the needs of the service and are provided within existing agreed resources and budgets.

- Responsible for decision making and provision of advice both to nursing staff and other department e.g. negotiating with other service providers both within and outwith NHS Western Isles such as social care providers, private care providers and local Nursing or Care Homes

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working within a changing clinical care landscape and enabling community nurses to develop new, responsive and innovative ways of working in people's homes to provide safe and effective patient centred care and clinical interventions tailored to need.
- Supporting and encouraging people to remain longer at home and getting it right for every person every time.
- To maintain positive relationships whilst managing difficult issues and situations e.g. supporting staff to resolve team conflicts.
- To embrace true partnership working and collaboration with other agencies involved in care delivery e.g. working with GPs, Local Authority in Community and within Care Homes, Marie Curie Cancer Care, Third Sector or private providers and independent practitioners.
- To ensure a high quality nursing safe and effective service is provided over a 24hr period by skilled practitioners who are both knowledgeable and empowered to deliver the service within existing resources both financial and human.
- To work under pressure in being responsive to operational demands posed by a large staff group.

11. COMMUNICATIONS AND RELATIONSHIPS

Working across a wide geographical area providing care at home and within care and nursing home settings, General Practices and local community groups, the post holder will ensure that robust communication processes are in place to support effective service delivery and optimal care for families and individuals meeting the health needs of local communities

Communicate and behave professionally and effectively with a wide range of health, social care and other relevant professionals, staff, patients and carers

Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to emotionally challenging situations or where patients are unable to fully understand their care due to cultural, language, physical or learning disability

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

Physical Skills/Demands:

- Driving
- Keyboard
- Stand/Walk/Twist/Turn/Stoops/Stretch/Kneel while attending to clients in variety of settings
- Carry clinical and non clinical equipment e.g. scales / Records

Mental Demands:

- Making clinical decisions in sometimes isolated circumstances

- Dealing with difficult and sensitive Human Resources issues within the team e.g. sickness/absence management, staff deployment, team disputes
- The workload is unpredictable due to the nature and scope covered by Nursing Services in the community.
- concentration are required frequently for most of the day e.g. documentation, assessments, liaison, meeting with individual staff members, carers families and teams, while subject to interruptions
- Assimilation and retention of vital/complex information

Emotional Demands:

- Frequent exposure to a variety of emotions, distress and complex long standing difficulties e.g. adult protection issues, staff personal problems
- Communicating with distressed/worried/anxious patients/carers/families staff on an ongoing basis.
- Dealing with occasional complaints

Environmental Demands (daily, several times each day):

- Daily driving between work bases in a variety of settings e.g. urban/semi-rural
- Changing weather conditions
- Attending to clients in their own homes and are exposed to variable environmental conditions e.g. variable personal and home hygiene, body fluids, smoke, substance misuse equipment, pets, client aggression, etc.
- Frequently works in isolation

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

- RGN with active NMC registration
- First degree in Nursing or Health related
- Specialist Practitioner Qualification in e.g. Community Nursing in the Home, Advanced Clinical Assessment
- Independent Prescriber
- Sound knowledge of Clinical Governance and Staff Governance Agendas
- Knowledge and experience of risk management
- Sound knowledge of adult protection agendas
- Managerial experience and knowledge of how teams and individuals work
- Significant post registration experience at a senior level in a Community Nursing setting.
- Evidence of ongoing professional development

Specific Leadership Skills

- Oversight of case load management, including delegation and referral
- Change management, including building resilience in self and others
- Time management skills
- Prioritise and work under pressure being able to respond to change in a flexible manner to meet service needs.
- Performance management
- Occasionally handling complaints and feedback
- Coach and empower staff

- Ensure self support maintaining reflective skills to improve practice
- Evidence of ongoing professional development
- Proven experience of positive multi agency working
- Is a role model for the wider team
- Creates a vision
- Excellent communication skills

14. STANDARD ELEMENTS

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures.

Comply with NHSWI Communication Strategy and Media Strategy.

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.



15. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:01.12.2025



NHS WESTERN ISLES - PERSON SPECIFICATION GUIDANCE

Job Title: Senior Charge Nurse

Department:

Location:

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	Several years community nursing experience, including some at senior level Leadership experience Management experience Knowledge and understanding of how teams and individuals work	
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	NMC Registered Nurse (Adult) with active registration Nursing Degree Specialist Community Nursing Practitioner (District Nursing) qualification/Advanced Practice Community Nursing or equivalent Non-medical prescriber	Leadership qualification
KNOWLEDGE AND SKILLS	Knowledge of key professional issues relating to community nursing, long term conditions and health improvement Evidence of continuing professional development.	Knowledge of local community needs and resources

	Demonstrates competence in advanced clinical practice at post graduate level Sound knowledge of Public Protection agenda Knowledge and understanding of clinical governance and staff governance agendas Knowledge and experience of risk management Demonstrates a clear vision of the role and service. Ability to initiate, sustain and evaluate change. Advanced written and verbal communication skills IT and Presentation skills	
DISPOSITION	Professional and approachable Ability to work flexibly to meet the needs of the service including on call provision where necessary	
OTHER	Car driver with full driving licence and access to car for work purposes	

A Place to Live

The quality of life in the Western Isles, particularly for those with families, is outstanding: a safe space to bring up children, stress-free commutes with jaw-dropping views, and the opportunity to stroll along our pristine beaches or explore our dramatic scenery on your days off.

Community spirit is at the heart of the Western Isles. It is close-knit and welcoming, residents are proud of the place where they live and are keen to support young and old. The islands have a strong cultural identity stemming from their distinctive history.

Although the islands are remote, you can still keep connected with the wider world. There are frequent transport links to the mainland via ferries and three island airports – Barra, Benbecula, and Stornoway. The Air Discount Scheme (cheaper flights for islanders) and Road Equivalent Tariff (subsidised ferry fares) ensure transport is affordable. High-speed internet is widely available and allows islanders to stay connected globally.

Local Primary and Secondary Schools provide high quality education with the opportunity to learn through the Gaelic language. There is a network of excellent sport and leisure facilities in the Western Isles with annual cultural festivals and venues with live entertainment.

Key worker housing can be applied for through Hebridean Housing Partnership.

Useful Information

cne-siar.gov.uk Comhairle nan Eilean Siar (Western Isles Council - for more information on Schools, leisure and culture)
visitouterhebrides.co.uk (for more information on our islands and what to see and do)

A Place to Work

NHS Western Isles employs over 1000 staff over a number of sites, including:

- Ospadal nan Eilean Siar (Western Isles Hospital), Stornoway
- Ospadal Uibhist agus Bharraigh (Uist and Barra Hospital), Benbecula
- St Brendan's Hospital, Barra
- A number of GP and Dental Practices across the island chain
- A variety of community-based health services

Being part of a smaller team with a flat management structure provides the opportunity to widen your experience and be involved in a range of planning and decision-making that you might not otherwise experience in a larger setting. Our patients are our community, and there is opportunity to contribute to multi-disciplinary and holistic care to patients and families across healthcare settings.

Support and development are central to NHS Western Isles' ethos, and this involves working in partnership with the University of the Highlands and Islands, NHS Education for Scotland, and other higher education institutions. Our Professional Practice and Learning team will support and advise you on your learning journey. Many opportunities can now be accessed remotely through online learning. Regular clinical training is available and scenario-based learning is available in our recently-installed sim lab.

The Western Isles has a range of employment opportunities in the public and private sector for those that are relocating as a family. Please contact us and we can direct you to vacancies that might be suitable.

All staff are valued equally and we welcome and encourage those from diverse backgrounds to come and work for us.



NHS WESTERN ISLES BENEFITS

Pay

The NHS pay system is known as Agenda for Change (AfC) which applies to all staff excluding medical, dental and executive level managers.

The benefits include a standard working week of 37 hours, with pay enhancements to reward weekends, nights and overtime working. This ranges from time plus 88% to time plus 30% depending on your pay band and shifts you work.

Distant Islands Allowance is paid to all staff who live in the Western Isles. This is currently £1,408 per year.

Annual Leave

Annual leave entitlement is 27 working days, rising to 29 working days after 5 years' service and 33 days after 10 years' service. In addition to this, you are entitled to 8 statutory public holidays every year.

Work-life balance

We understand that balancing work and home commitments can sometimes be difficult.

Our policies offer:

- Flexible working including home working
- Paid parental leave
- Paid carer leave
- Paid bereavement leave
- Occupational sick pay scheme

Wellbeing

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace.

We have a 24-hour confidential helpline to support you and your family through any of life's issues or problems. This includes counselling, family issues, bereavement, financial wellbeing, relationship advice, legal information and more.

NHS Pension Scheme

All new employees will automatically be enrolled in the NHS Pension Scheme, or if you are an existing member your membership will continue.

Key features

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.

Further information on the benefits of the scheme, can be found at sppa.gov.uk.

Travel & Transport

We participate in the Cycle to Work scheme, enabling you the opportunity to buy a bike tax-free.

Those who need to travel a lot for work will be eligible for a leased car.

Right to Work in the United Kingdom

We will support those that are eligible for a certificate of sponsorship to apply for a work visa. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at bia.homeoffice.gov.uk.

