

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Staff Nurse
Reports to:	Senior Charge Nurse/Ward Manager
Department, Ward or Section:	Bignold Ward/Day Case, Caithness General Hospital
Operational Unit/Corporate Department:	North & West Operational Unit
Job Reference:	NWOUCAITCGHLBIGN03
No of Job Holders:	TBC
Dated:	September 2016 (Updated June 2020)

2. JOB PURPOSE

As part of the multidisciplinary team the postholder is responsible for the assessment of care needs and the development of programmes of care, and the implementation and evaluation of these programmes ensuring the delivery of high standards of care to patients and their families.

In the absence of the Charge Nurse or Senior Staff Nurse takes charge of the Ward regularly ensuring safe, effective running of the Ward.

3. DIMENSIONS

To provide a high quality, safe and supportive environment in order to care for patients/clients/relatives/staff within the Bignold Ward/Day Case Unit to meet the identified care needs.

The postholder has responsibility for:

Environment of Care

The 22 bedded ward provides care for Acute Rehabilitation and Acute Mixed case load and is a receiving ward for medical, surgical and rehabilitation patients which includes:

Stroke care – rehabilitation from as early as 3 days post stroke to discharge.

Rehabilitation – of orthopaedic, surgical and medical patients.

Palliative – patients needing care at the end of their lives may choose to be cared for near to their homes and families in the hospital.

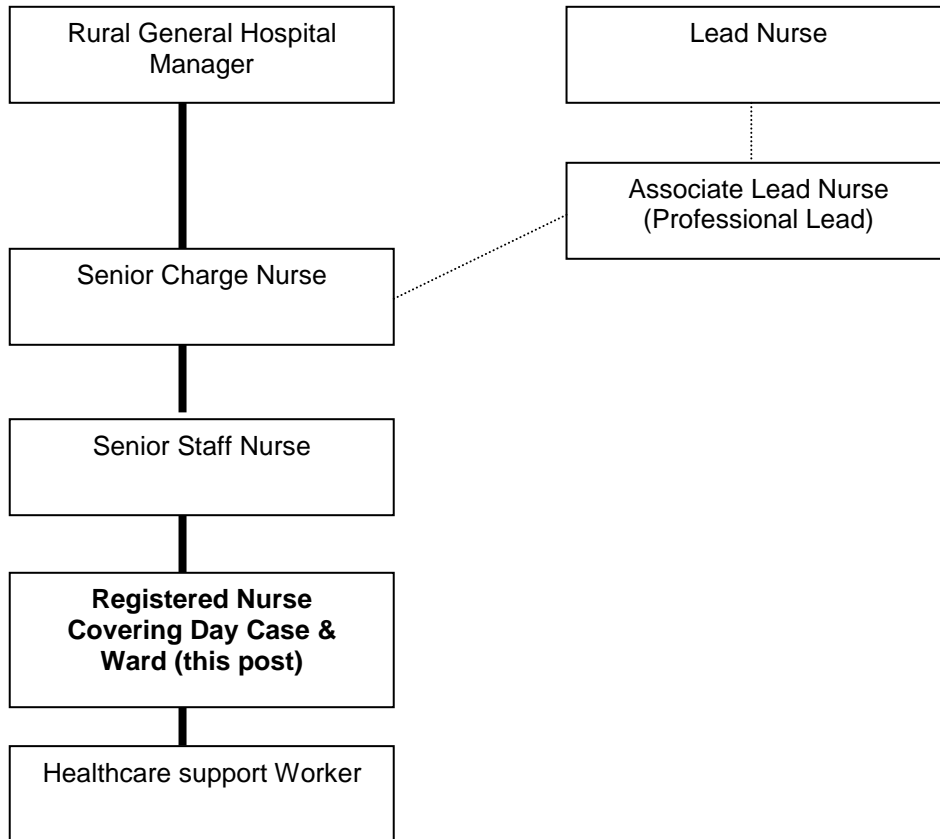
The postholder may also be required to provide care in the following environments:

- Other clinical department's dependant on the overarching needs of Caithness General Hospital.
- Provide nurse escort for the transfer of patients to other hospitals.

The postholder is expected to work in a supervised/learning capacity and be accountable for maintaining and enhancing their own practice to achieve the objectives set within the Principles of Nursing Practice.

'Nurses and staff have up-to-date knowledge and skills, and use these with intelligence, insight and understanding in line with the needs of each individual in their care'.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients/clients/carers/relatives/staff within Bignold/Day Case Unit to meet identified care needs.

6. MAIN TASK, DUTIES & RESPONSIBILITIES

Clinical

Induction Standards & Code of Conduct

Your performance must comply with the NMC Code of Professional Practice and the NMC/RCN Principles of Nursing Practice.

Care Delivery

1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for acutely unwell and rehabilitation patients, including their families and carers in this planning process to ensure the delivery of a high standard of care.
2. Work in partnership with patients, carers to plan and deliver care.
3. Maintain effective communication with patients, carers, relatives and other members of the multidisciplinary team on the 12 activities of daily living to ensure that appropriate information is shared and the needs of the patients and their families met.
4. Recognise changes in the condition of patients and respond appropriately.
5. Support and involve patients, carers and relatives in the planning and delivery of individualised care.
6. Responsible for maintaining patients records within the agreed standards to ensure the care management plan is communicate to patients, carers, family and the healthcare team.
7. Maintain good relationships and a positive approach to families, carers and relatives, refer them as necessary to a Senior Nurse for any questions they may have on the patients condition or any suggestion or complaints that they wish to raise.
8. Comply with NHS Highland policies and procedures.

Management /Leadership

1. Co-ordinate and prioritise own workload working as part of a team to ensure that the interest of the patient and their families are met.
2. Contributes to the effective use of physical, human and financial resources.
3. Provides appropriate support to new, junior and bank staff/learners and healthcare assistants who are providing care to patients and their families, act as a source of advice to facilitate the delivery of safe and effective care.
4. Contributes to processes influencing change in practice.
5. Contributes to effective teamwork and healthy working relationships.
6. Assist in maintaining own and others health, safety and security and work within NHS Highland's policies and procedures to ensure maintenance of safe working practices.

7. Acknowledge and limitations in competence and seek advice and support.

Education/Continuing Professional Development

1. Participate in personal development planning to maintain and develop attitudes, skills and knowledge, facilitating personal and professional growth in order to maximise contribution to service delivery.
2. Provide mentorship and act as a role model for learners to optimise the learning experience.
3. Actively participates and promotes the Scottish Patient Safety programme.
4. Undertake patient education and health promotion activity to enable patients, cares and families to become self managing in preparation for discharge.
5. In an integrated capacity, with support and supervision from the wider multidisciplinary team, undertake assessment, development and implementation of evaluation of programmes of care for patients with complex discharge care needs.

Quality/Research & Development

1. Demonstrates research awareness and knowledge of evidence underpinning practice.
2. Work within an ethical and legal framework utilising defined policies, procedures, standards and protocols of the department, organisation and NHS Highland to promote safe and effective care and report quality issues to senior nursing staff.
3. Develop and maintain knowledge of clinical governance, shared governance, clinical effectiveness and risk management.

Staff Management/Supervisory Responsibilities:-

Staff Nurses will supervise delegated tasks to non-registered nursing staff and students. They will be required to support orientation of new rotational staff, acting as a resource to facilitate their learning and integration to the department.

Budgetary Responsibilities:-

The postholder has no direct budgetary management responsibilities. However, they are required to be aware of the need to work within budgets and their responsibility to assist the effective use of resources.

7. EQUIPMENT AND MACHINERY

Is responsible for maintaining and demonstrating the pre-requisite skills and knowledge of any equipment used in the clinical area.

The postholder is expected to have a sound knowledge of all equipment used. The postholder is also responsible for maintaining their own personal update to ensure safe use of any equipment within the

clinical area as per NHS Highland Policies and Procedure, for example:-

Various Intravenous Pumps
Syringe Drivers
Intravenous lines, venflons
Intravenous devices, syringes, needles.

Monitoring equipment for :-
Blood Pressure, temperature, pulse, cardiac output, glucose.
Oxygen equipment – Flowmeters, masks, nasal canulae
Suction equipment
Humidifier
Nasogastric, Nasojugal tubes.
Stoma devices
PEG Feeding
(Percutaneous Endoscopic Gastronomy).
Drains –Chest, Various Suction Devices
Pulse oximetry
Urinary Catheters – Suprapubic, urethral.
Nebulisers.
Various hoists, slides, pat slides, turntables
Resuscitation equipment including Defibrillator

ECG Monitors
Central venous pressure lines
Doppler Machine
Electric Beds/pressure relieving mattresses
Electric Fans
Spinal boards, vacu-mats, cervical collars

Bear Hugger
Epidural pumps, patient controlled analgesia pumps
Tracheostomy tubes

Bladder scanning
Bladder irrigation
Feeding pumps
Meal trolleys

8. SYSTEMS

1. Maintains patients' records in accordance with Nursing & Midwifery Council Guidelines and NHS Highland standards.
2. Ensures correct use of computerised systems i.e. Patient Administration System, Immediate Discharge Letter, clinical results, designated applications by NHS Highland, e.g. Microsoft Packages; e-mail.
3. Duty Rota Recording – inputting data. Recognises rotas for sudden cover requirements, sickness/absence, change in workload, training, etc.
4. Patient Administration System – Recording discharges, deaths, transfers.

5. Personal Development Plans and Review.
6. Ward Communication Systems.
7. Person Outcome Plan – POP.
8. Incident Reporting Procedure DATIX.
9. Completes patient's valuable forms and handles valuables as per NHS Highland policy, maintains work requisition forms, completes ordering forms for routine stock, completes menu cards/dietary requirements for patients, completes patients' admission documentation.
10. Maintenance of patients records in accordance with NMC guidelines and NHS Highland Policy and Procedures e.g. fluid balance, food charts, stool charts, TPR, BP, height and weight.

9. ASSIGNMENT AND REVIEW OF WORK

The Staff Nurse is responsible to Charge Nurse/Ward Manager for clinical guidance and professional management, annual PDP and Review.

Works within statutes and guidelines of the Nursing & Midwifery Council, National, Highland and local agreed policies, protocols and procedures.

Workload will be assigned by the Charge Nurse/Ward Manager or Senior Staff Nurse however the Staff Nurse will have responsibility for managing a defined workload within professional guidelines.

10. DECISIONS AND JUDGEMENTS

Named Nurse policy in operation.

Occasionally in the absence of the Senior Charge Nurse/Senior Staff Nurse allocates work and deploys staff within agreed resources to ensure needs are met.

Accountable for own practice.

Participates in multidisciplinary meetings.

Assists with formulation of departmental policies.

May need to make advanced complex decisions in some situations e.g. resuscitation, in the absence of the nurse in charge.

Assesses patient's condition to establish any change involving other members of the multidisciplinary team as required.

Continuously assesses patient condition and plans, implements and evaluates programmes of care.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

In the absence of Charge Nurse/Senior Staff Nurse organises cover to ensure safe effective operation of Ward.

The ability to give good direct patient care to all patients prioritising and re-prioritising in the face of competing demands.

Balancing the expectations of the public with the human resources available.

The ability to give good direct patient care to all patients prioritising and re-prioritising in the face of competing demands.

Dealing with violent, aggressive and challenging behaviour both verbal and physical.

Unpredictable workload – proactive planning required.

Escorting critically ill patients to other hospitals.

Day/Night rotation.

Maintaining up to date clinical skills and knowledge.

12. COMMUNICATIONS AND RELATIONSHIPS

The postholder will communicate on a regular basis with the patient, their relatives, the multidisciplinary team and external agencies involved with the provision of care.

Attend ward staff meetings as a participating member of the healthcare team.

Establishes and maintains professional relationships with nursing colleagues, medical colleagues, health care professionals, voluntary services to provide a planned, co-ordinated seamless service for patients/management.

Contributes to policy changes/patient care through team meetings.

Relays information given to them by relatives or patients, within boundaries of confidentiality.

Demonstrate sensitivity and empathy when communicating with people.

Communicates with support departments e.g. Estates, Supplies, Human Resources, Health & Safety.

Ensures effective communication with all team members which proves challenging because of varying shift patterns across the 24 hour period.

Identifies potential and existing challenges in care options for patients, carers, staff using negotiation and counselling skills to achieve reconciliation and best outcome for patients.

All records created in the course of the business of NHS Highland are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email

messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS highland and manage those records in keeping with the NHS Highland Records Management Policy and with any guidance produced by NHS Highland specific to your employment.

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

Physical Skills:

Assist and Administer intravenous injections and/or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Removal of sutures, clips, and drains.

Venepuncture/PVC insertion

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys, wheelchairs.

Stand/walking for the majority of shift.

Mental Demands:

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.

Concentration required when observing patient behaviours which may be unpredictable.

Working with inexperienced medical staff.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.

Caring for palliative care patients.

Caring for patients following receipt of bad news.

Caring for deceased in a dignified and respectful manner including last offices.

Working Conditions:

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags.

Exposure to verbal aggression.

Exposure to hazardous substances.

Isolation from centres with specialist knowledge.

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

First Level Registered Nurse preferably with rehabilitation experience desirable but not essential.

Requirement to undertake annual personal development planning and eKSF update.

Demonstrate evidence of participation in further development programmes.

Ability to work as part of a multi disciplinary team.

Effective written and verbal communication skills.

Ability to carry out assigned tasks effectively in a busy environment.

Non medical prescribing desirable but not essential.

15. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Manager's Signature:

Date:

Date: