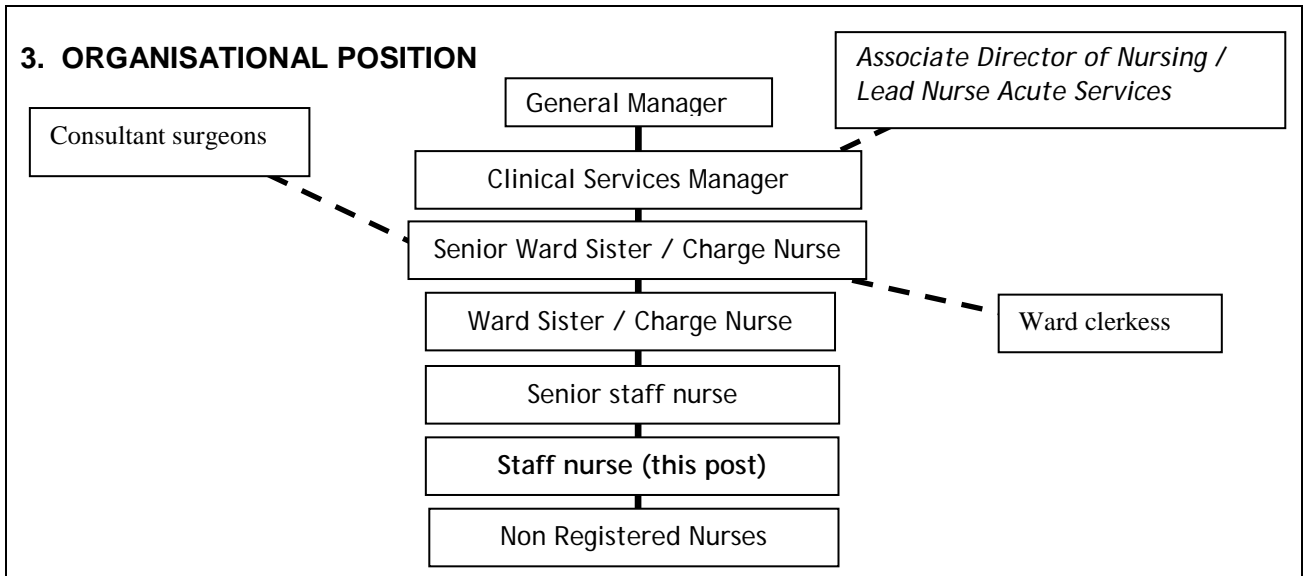




JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Staff Nurse
Responsible to:	Senior Sister / Charge Nurse
Department & Base:	Planned Care
Date this JD written/updated:	30th December 2004

<p>2. JOB PURPOSE</p> <ul style="list-style-type: none"> • Contributes to the delivery of high quality, patient focussed care in the Ward/Department. • Responsible for the assessment of patient care needs, and the planning, implementation and evaluation of care in the ward/department, working as part of a multi-disciplinary team. • Occasionally takes charge of the Ward/Department on a planned basis as part of her/his professional development or on a short-term basis to ensure service continuity.
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4. SCOPE AND RANGE

Ward 9 is a 32-bedded ward delivering care to patients undergoing elective and emergency Orthopaedic Surgery. In 2003-04 the ward had 600 discharges, with average bed occupancy of 76%. The nurse team also staffs the orthopaedic pre-operative assessment clinic. The Ward has a staff establishment of 33.5wte and a budget of £884,884.

The post-holder will carry out all relevant forms of care without direct supervision. Will occasionally take charge of the Ward/Department on a planned basis or to cover short notice absence. The post-holder may be required to work in other wards and departments within NHS Borders.

5. MAIN DUTIES/RESPONSIBILITIES

5.1 Management of health and illness

- Assesses patient care needs, and undertakes the planning, implementation and evaluation of care without direct supervision.
- Actively engages patients and carers in the management of health problems and exploring actions to improve health.
- Ensures the safe administration, storage and ordering of drugs in the ward/department.

5.2 Communication

- Communicates effectively with patients, carers and members of the multi-disciplinary team, in styles appropriate to people and situations, minimising conflict and complaint.
- Understands the roles and responsibilities of team members and agencies and liaises appropriately with due regard to patient confidentiality.
- Ensures accurate record keeping in accord with local and NMC standards.

5.3 Quality improvement

- Identifies opportunities to improve services for individual patients and client groups.
- Contributes to the management of risk and control of infection, ensuring the safety of the work environment and processes, for patients, visitors and staff.

5.4 Learning, teaching and personal development

- Uses appraisal to identify personal development needs and develops and maintains competence in line with NMC and service requirements.
- Supports the development of junior members of the nursing team and students through mentorship, and contributing to educational and training programmes in the clinical setting.

5.5 Clinical leadership and teamwork

- Supports the Senior Sister/Charge Nurse and team members in achieving service objectives and improving quality.
- Organises own workload to ensure the interests and needs of patients are met.

5.6 Professional responsibilities and accountability for practice.

- Accountable as a registered nurse for all aspects of personal practice.
- Manages self and others according to the NMC Code of Professional Conduct and current NMC Guidance.

6. SYSTEMS AND EQUIPMENT

The post-holder will develop & maintain expertise in the use of the following equipment:

- Moving and handling equipment, including hoists, patient slides, spinal beds, Profile beds, pressure relieving mattresses, bath chairs.
- Patient assessment and monitoring equipment, including: Blood glucose meters, tympanic thermometers, height, weighing and BMI scales.
- Intravenous infusion devices and syringe drivers.
- Resuscitation equipment including defibrillators.
- Other equipment including: Orthopaedic traction, oxygen humidifiers, portable and piped gases and suction.

The post-holder will develop & maintain expertise in the use of the following systems:

- Work to NHS Borders and Departmental policies, procedures and protocols.
- Systems for risk identification, reporting and management, and for managing complaints.
- Procedures for child protection and the protection of vulnerable adults.
- Ambulance Control communication system.
- Homer patient administration system, laboratory and radiology results systems.
- Borders NHS intranet, internet.

7. DECISIONS AND JUDGEMENTS

The post holder will make the necessary clinical and managerial decisions to effectively manage patients allocated to her/his care. He/she will recognise situations that require assistance and support from her colleagues or line manager.

The post holder is accountable for her/his nursing care and for the standards of care delivered by junior staff in the ward/department. She/he will recognise own ability and limitations and identify these to the line manager, making use of daily formal and informal contacts and hospital bleep system.

8. COMMUNICATIONS AND RELATIONSHIPS

- Communicates effectively with patients, carers, members of the multi-disciplinary and management teams, and external agencies, in styles appropriate to people and situations.
- Promote good relationships with patients, public and staff.
- Contribute to teaching programmes.
- Meet the emotional demands of caring for ill and dying patients and their carers, and help manage the effect of stressful situations on patients and colleagues.
- Report complaints, clinical, non-clinical incidents and risks.

9. PHYSICAL DEMANDS OF THE JOB

- The post holder will be mobile for most of each shift.
- Will occasionally use a Video Display Unit.
- Will assist with moving and transporting patients, using appropriate hoists and aids. A large proportion of patients are immobile and/or highly dependent.
- Will assist with moving and transporting furniture and equipment while ensuring compliance with moving and handling guidelines.
- Be able to respond speedily and accurately to emergency or unplanned situations.
- Potential for involvement in the control and restraint of aggressive patients.
- Precision manual skill and dexterity required for clinical procedures.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Prioritising and meeting competing demands from patients, relatives and members of the multi-disciplinary team.
- Developing the clinical and management skills required in the care environment.
- Communication in difficult situations, as when the clinical team is breaking bad news.

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

	Essential	Desirable
Qualifications	First level Registration.	Diploma or degree in nursing studies.
Experience	Experience of working in a health care environment.	
Skills	An effective communicator.	Relevant clinical skills IV drugs, cannulation.
Personal qualities	Well organised. A team worker – aware of the importance of collaboration.	Enthusiasm for the speciality.
Research and training	Evidence of continued professional development.	Aware of challenges, developments and opportunities in the speciality.
Other		