

# Return to Practice Nurse

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Western Isles Health Board  
**The best at what we do**



## Job Advert



### Return to Practice Nursing

Band 2 £19,609-£21,615 per annum for the duration of the programme  
Band 5 £26,104 - £32,915 per annum on successful completion of programme

Location of posts available:  
Uist and Barra Hospital 15 hours  
St Brendans Hospital up to 37.5 hours

This programme is an exciting collaboration with NHS Western Isles and Glasgow University

Applications are invited from Nurses with a lapse of registration for the Return to Practice programme commencing September 2021

#### Entry Requirements

Evidence of current NMC Statement of Entry

Declaration of any NMC Order (if relevant)

Following successful interview, undertake and complete all required Pre Employment checks

Commitment to fulfil the programme requirements and remain within employment for a minimum of one year within NHS Western Isles

Undertake the academic and practice elements of the programme without interruption

#### Our Commitment to you

Your programme fees will be paid in full

NHS Western Isles will support you financially meaning you will be paid as a Band 2 £19,609-£21,615 for the duration of the programme

On successful completion of the programme you will be offered employment as a Registered Practitioner in a substantive post in NHS Western Isles

You will receive academic and practice learning support for the duration of your programme to facilitate your return to the NMC Register

#### What happens next

Applications are now invited from interested individuals who are seeking to re-join the NMC Register

Candidates will be required to apply to NHS Western Isles and following successful interview to Glasgow University

<https://www.nes.scot.nhs.uk/our-work/return-to-practice-nursing-and-midwifery/>

<https://www.gcu.ac.uk/hls/aboutus/departments/nursingandcommunityhealth/returntopractice/>

For an informal discussion please contact Anna Nicolson Practice Educator Nursing & Midwifery, NHS Western Isles [anna.nicolson2@nhs.scot](mailto:anna.nicolson2@nhs.scot)

**1. JOB IDENTIFICATION**

**Job Title:** Health Care Assistant

**Department(s):**

**Job Holder Reference:**

**No of Job Holders:** 1

**2. PURPOSE**

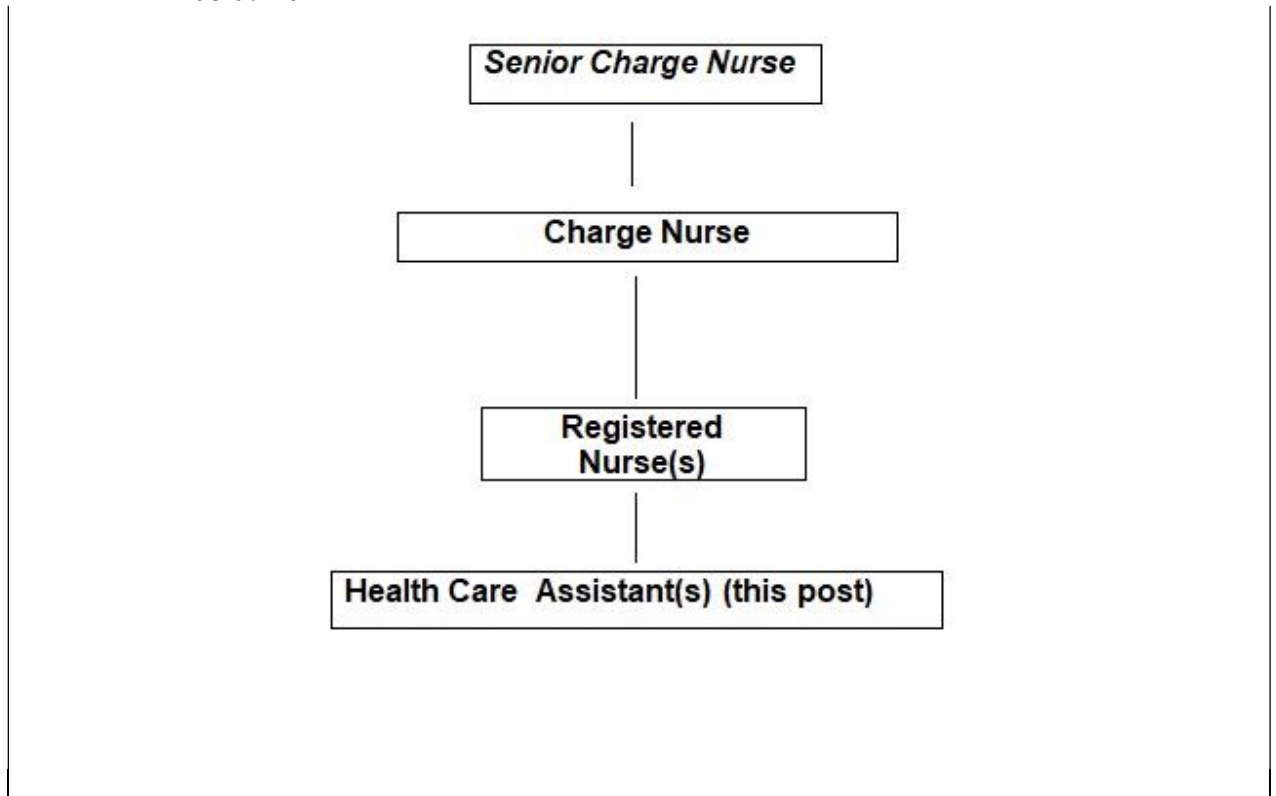
To work in support of trained nurses in carrying out patient care activities and to report information relating to patients to Registered Nurses. The post holder will be expected to assist with other procedures and techniques under the guidance of trained nursing staff.

**JOB SUMMARY**

As part of the multidisciplinary team the post-holder will carry out routine personal care duties for patients in support of, and supervised by a Registered Nurse.

The post-holder will carry out assigned duties; maintain hygiene, order and safety within the ward area.

**3. ORGANISATIONAL CHART**



#### 4. MAIN DUTIES AND RESPONSIBILITIES OF THE POST

- In conjunction with Registered Nurses and within own competencies and confidence, undertake routine patient care duties in accordance with the care plan
- Understanding of ward procedures and routines.
- The ability to assess basic care needs of individual patients.
- Understanding of Infection Control; Health and Safety; Fire; Moving and Handling (including patient handling).

#### Clinical

- Understanding of ward procedures and routines.
- The ability to assess basic care needs of individual patients.
- Ability to undertake observations e.g. weights, heights, urinalysis and blood glucose monitoring (this entails lancing a finger to obtain a spot of blood to estimate sugar levels).
- Ability to recognise obvious changes in patient's general condition and report to registered nurse.
- Assess and maintain the safety of patients.
- Instigate emergency procedures by raising alarm.
- Handles and records patient valuables and belongings e.g. Personal clothing and valuables, in accordance with ward policy.
- Maintain and identify ward/department stock requirements.
- Clean equipment including baths, sanitary aids, cupboards and other ward/departmental

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equipment in accordance with Western Isles NHS Board's infection control policy.

- Report faulty equipment to registered nurse.
- May be redeployed to other clinical areas.

Education and Research

- Participate and assist Registered Nurses in surveys or audits as required

Organisational

- Follows policies in own role and comments on policies as appropriate

Communication

- Document observations in patient care plan and relay information where appropriate.
- Assists new members of staff into the role of health care assistant

## **5. SUPPORTING EVIDENCE**

### *Physical Demands of the Job*

- *On most shifts, frequent moving and handling patients and equipment, using mechanical aids.*
- *The requirement on most shifts, to move patients within the ward, to and from and between wards, theatre, x-ray and other departments.*
- *The requirement to move patients within the ward, to accommodate new admissions or to take cognisance of deterioration in a patient's condition that would necessitate moving the patient to a side room.*
- *The post-holder will on occasion have to manoeuvre heavy equipment (such as chairs, bedside cabinets etc) within the ward, in emergency situations e.g. during cardiac arrest.*
- *There will be occasions when a patient falls, or during emergency situations such as cardiac arrest, when the post-holder will have to move heavy patient without recourse.*
- *To mechanical aids and equipment. These manoeuvres may take place in confined spaces such as side rooms. The average weight of a man is 13-14 stones.*

### *Mental Effort*

- *To apply the appropriate level of concentration required to perform all nursing duties and to provide safe and effective care.*

### *Emotional Effort*

- *The Health Care Assistant will, on most shifts, participate in the care of seriously or terminally ill patients and their families.*
- *The Health Care Assistant will, occasionally, be involved in care under distressing situations while caring for angry patients and their relatives, or while caring for patients with challenging behaviour.*
- *The Health Care Assistant will, on most shifts, be involved in the care of patients/relatives receiving bad news.*

### *Working Conditions*

- *Contact with body fluids throughout the shift.*
- *Possible aggressive behaviour of patients and visitors.*

## **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.*

**JOB DESCRIPTION AGREEMENT**

*I, (Print Name)..... confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.*

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:Date:08/07/2021**

***NHS WESTERN ISLES - PERSON SPECIFICATION GUIDANCE***

**Job Title:**            *Healthcare Assistant*

**Department:**

**Location:**

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE		Experience in caring for people.  Previous experience Working in clinical environment.
QUALIFICATIONS, TRAINING, RESEARCH PUBLICATIONS		SVQ2 Basic Life Support Training
KNOWLEDGE AND SKILLS	Numeracy and literacy.  Willing to learn new skills and participate in training opportunities.  Able to communicate effectively both verbally and written	Gaelic speaker  IT literate  Moving and Handling principles  Understanding for Infection prevention and control standards
DISPOSITION	Able to work on own or as part of a team.	Non-judgemental
OTHER	Will rotate between day and night shifts.  Driving licence	

## **1**     **JOB IDENTIFICATION**

JOB TITLE: Registered Nurse Band 5 (Generic)

DEPARTMENT:

### **JOB HOLDER REFERENCE:**

#### **NUMBER OF JOB HOLDERS:**

## **2**     **PURPOSE**

To carry out all relevant forms of care in Adults.

Occasionally to supervise new or junior staff and to demonstrate techniques to qualified and unqualified staff, including learners.

To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of patient care for allocated patients.

To be a member of a team providing care for a group of patients.

Responsible to the Senior Charge Nurse and Charge Nurses who lead and monitor the performance of the ward nursing team on a shift by shift basis.

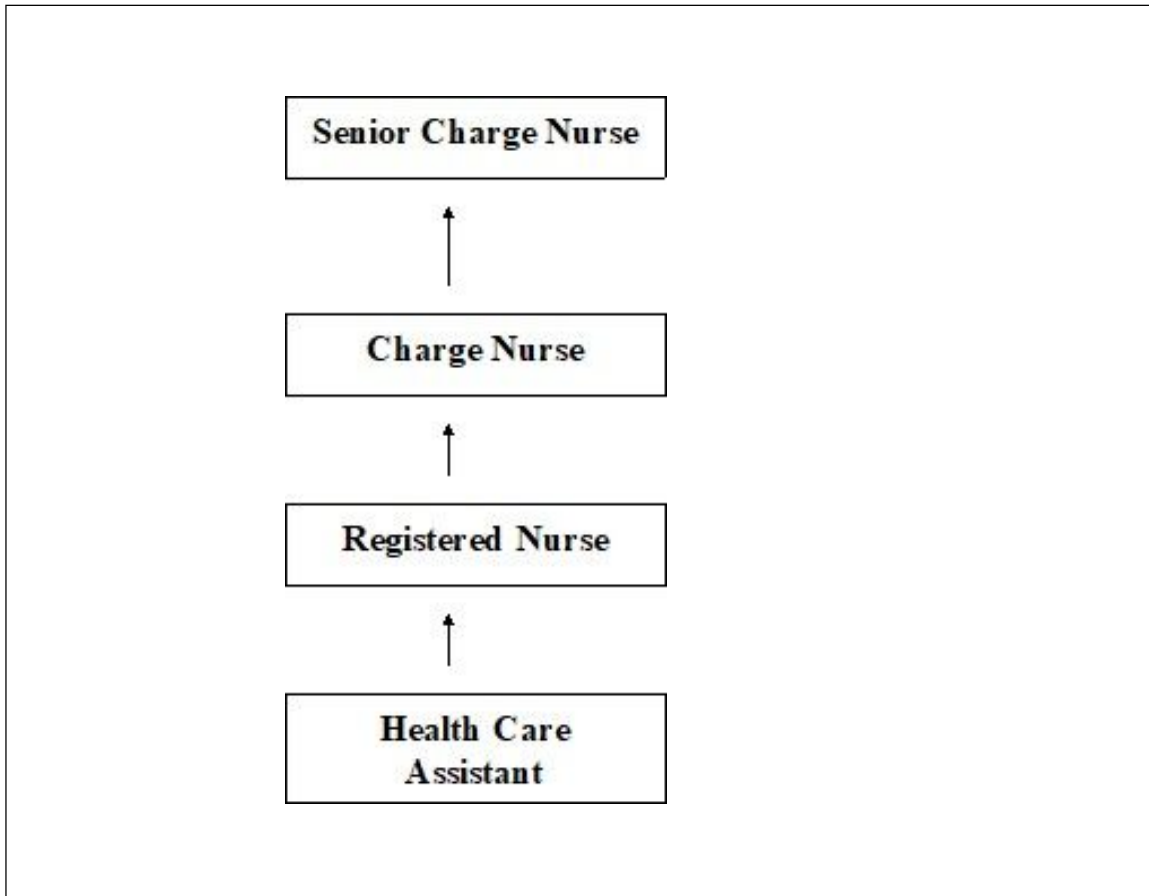
To act as Nurse Mentor to student nurses and Nurse Preceptor for newly qualified nursing staff.

Very occasionally may be required to take charge of the ward in the absence of the Senior Charge Nurse and the Charge Nurses (holidays/sickness absence).

To participate in clinical supervision.

To identify and access best practice statements to contribute to the assessment, planning and implementation of patient care.

### **3 ORGANISATIONAL CHART**



### **4 MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

#### **KNOWLEDGE TRAINING AND EXPERIENCE**

Registered Nurse, level 1 of the Nursing and Midwifery Council (NMC).

The post-holder will be required to continue to update his/her knowledge of nursing developments, care techniques and treatments and be required to provide evidence of Continuing Professional

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Development to meet the Nursing and Midwifery Council (NMC) requirements in order to maintain Registration.

The post-holder is authorised to order controlled drugs for use in their ward of work.

The post-holder is required to be trained in or to receive training in Infection Prevention and Control, Health and Safety, Fire, Moving and Handling, Immediate Life Support (ILS).

The post holder will be expected to work as part of a team in all areas of the ward.-

To be responsible for attending all relevant post registrational training and development.

## ANALYTICAL AND JUDGEMENTAL SKILLS

The post requires the holder to:

Participate in the assessment of care needs for allocated patients and have the ability to interpret patient care plans, patient observations and to recognise anomalies in a patient's condition.

Be able to carry out allocated patient orientated risk assessments and then to implement and evaluate specific interventions to manage identified risks, e.g. using the nutrition risk score to ensure appropriate levels of nutrition, etc.

Initiate appropriate Nursing care and treatments, including in liaison with the Nurse in Charge on ward referral where appropriate, in response to clinical assessment and patient needs.


Be able to assess, identify and plan for patient's care pathway from the point of admission to discharge escalating and referring to senior staff as required.

Be able to liaise with hospital and community multi-disciplinary teams to discuss the identified needs of patients, prior to discharge.

Be able to set up accurately and safely, electro-medical devices, e.g. infusion pumps, syringe drivers, pressure relieving devices, etc. and have the ability to recognise faults with equipment and take appropriate measures to ensure patient and staff safety.

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Be able to interpret prescribed patient drug prescriptions safely in accordance with NMC guidelines and good practice statements/protocols and to calculate complex drug calculations to ensure that the correct volume or quantity of medication is administered via the correct route. The nurse must consider the dosage, method of administration and co-existing medication.



Be able to identify recorded contra-indications associated with specific medications and to implement explicit precautions/interventions to mediate against such contra- indications e.g. bleeding and the use of anti-coagulants.

Be able to identify the recorded side effects of patient medications, and judging when to withhold further medication.

Be able to assess and determine the appropriateness of contacting the prescriber of any medication and the ability to recognise any deterioration in a patient's condition or the existence of any contraindication to the prescribed medication. The post-holder may also be required to draw attention to medications that may require review.

## PLANNING AND ORGANISATIONAL SKILLS

To prioritise and manage allocated daily patients/tasks in response to individual and changing patient needs and demands.

To support more junior/new members of staff and Health Care Assistants.


To collate all relevant allocated patient information and to ensure such details are timeously transmitted e.g. the transfer of a patient to a tertiary centre or on discharge home.


To participate in multi-disciplinary case-conferences and discharge planning meetings with other professional groups/agencies, including family and carers.

## PHYSICAL SKILLS:

The post-holder will provide nursing care to all patients allocated with a range of conditions admitted whose conditions may require cardiac monitoring and supportive therapy.

The post holder will prepare and reconstitute medication prescribed for intramuscular and intravenous administration, according to directions and guidance issued by the British National Formulary (B.N.F)





The post-holder is expected to have a high degree of dexterity and hand eye co- ordination in order to perform nursing tasks accurately, e.g. intra-venous therapy, moving and handling patients, calculating and preparing drug dosages (e.g. insulin)operating medical devices etc.

The post-holder is required to be competent in the use of specialised equipment forpatient care and to be able to provide instruction and demonstration to other staff, patients and relatives/carers.

## RESPONSIBILITY FOR PATIENT /CLIENT CARE

To be a Registered Nurse in the team under the direction of the Senior Charge Nurse/Charge Nurse providing care for an allocated group of patients and being responsible for assessing, developing, implementing, evaluating and documenting all forms of nursing care given to the patients, escalating issue to senior staff as required.

To encourage patient participation in appropriate aspects of patient care and to involvethe patient in the planning of that care.

To act as patient advocate in accordance with the N.M.C's Code of ProfessionalPractice.


To ensure the integrity of the nurse - patient relationship.

To ensure that patients have ant necessary information to exercise informed consent.

To be responsible, as the Registered Nurse for making agreed patient referral to appropriate clinicians e.g. Dietician, Physiotherapist, Occupational Therapist, Speechand Language Therapy.

To give clinical care advice e.g. on stoma care, to patients, and where appropriate torelatives/carers, which may include aspects of health promotion.

The nurse will be aware of the patient's care plan and ensure that the appropriate agreedmedical or nursing intervention is carried out on the correct patient and in accordance with the patient's expressed needs.





## COMMUNICATION AND RELATIONSHIP SKILLS

The post-holder will when on duty:

Receive complex and sensitive information e.g. confidential information relating to social, sexual and medical history.

Communicate with patients, and where appropriate relatives/carers, in relation to medical investigations and results and lifestyle behaviours that contribute to health.

Use tact, reassurance and sensitivity, when necessary, to overcome barriers to understanding, e.g. in distressing situations such as death, dying and bereavement.

Communicate relevant data in verbal, written and electronic format.

### RESPONSIBILITY FOR POLICIES/SERVICE DEVELOPMENT

Follow policies and comment on policies as appropriate.

Implement and participate in reviewing ward policy in partnership with colleagues.

Be aware of all Western Isles NHS Board policies and inform colleagues and where appropriate members of the public, of the existence of relevant policies.

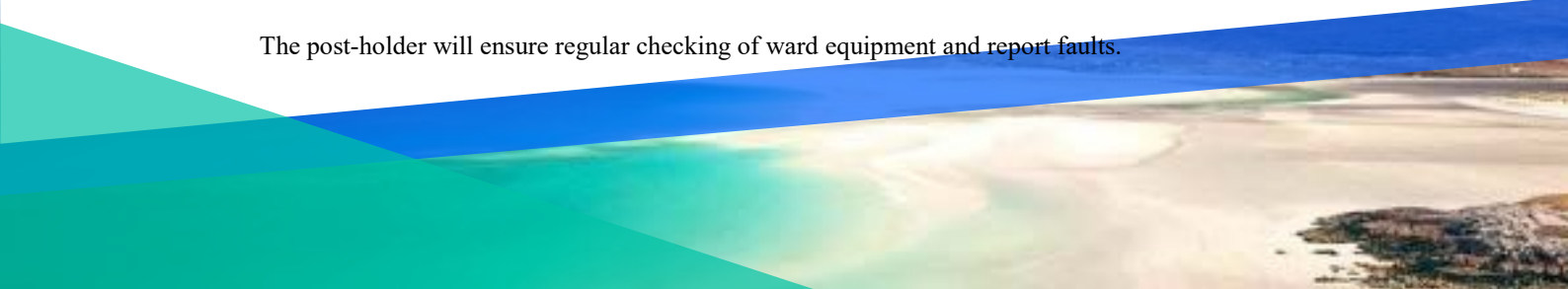
## RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

Non budget holder.

The post-holder when on duty, is expected to handle and record patient valuables and belongings e.g. clothing and monies in accordance with Western Isles NHS Board policy.

The post-holder will exercise economical use of ward/department resources e.g. incontinence products and other sundry items.

The post-holder will ensure regular checking of ward equipment and report faults.





## **RESPONSIBILITY FOR HUMAN RESOURCES**

The post-holder will

Advise and demonstrate practice to the nursing workforce in mentoring, coaching and training students, new staff.

Very occasionally may be required to take charge of the ward/department in the absence of the Senior Charge Nurse and Charge Nurses.


Undertake the role of Nurse Preceptor to the newly registered nurse as required. Undertake the role of Mentor to identified student nurses/learners/nursing assistants.

Promote an environment that provides learning and growth for registered nurses and healthcare assistants and participate in ward learning programmes.

Facilitate the development of an environment that is conducive to promoting reflective practice and clinical supervision.

## **RESPONSIBILITY FOR INFORMATION AND RESOURCES**





The maintenance of patient records and documentation e.g. care plans, charts/investigations, test results etc within the ward.

## **RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

Participate in the data collection of clinical audits relating to good practice guidelines national standards and local audit programmes etc.

## **FREEDOM TO ACT**

Postholder is allocated patient(s) on a shift by shift basis by the SCN or one of the CN's.

Agrees annual performance objectives and professional development goals with SCN. The post-holder will be responsible and accountable for his/her own professional practice.

The post-holder will act within established parameters, clearly defined within the N.M.C's Scope of Professional Practice, their own competencies and within the Western Isles NHS Board's policies and procedures.


## **5 Supporting Evidence**


## **PHYSICAL DEMANDS OF THE JOB**

The ability, on every shift, to use mechanical hoists safely and effectively in the movement of patients and equipment.

The requirement on most shifts, to move patients within the ward, to, from and between wards, to theatre, x-ray and other departments.

The requirement to move patients within the ward, to accommodate new admissions or to take cognisance of deterioration in a patient's condition that would necessitate moving the patient to a side room.





The post-holder will on occasions have to manoeuvre heavy equipment (such as chairs, bedside cabinets etc) within the confined spaces within the ward, in emergency situations e.g. during cardiac arrest.

## MENTAL EFFORT

The post-holder will be required, on every shift, to prioritise caseload and work demands, in the face of:

- (i) Unpredictable work patterns
- (ii) Changing patient dependency levels
- (iii) Demands of other patients and relatives/carers, demands from other staff such as doctors, peers etc, and


Periods of concentration are often required to facilitate assessment of patients. Concentration may be particularly difficult when the patient is distressed and/or experiencing difficulties in co-operating with instructions or having difficulty communicating, e.g. if the patient has suffered a stroke, head injury, infection or endocrine disorder leading to an acute confusional state.

concentration is also required to

- Carry out patient observations (e.g. wound care assessment, assessment of levels of consciousness etc).
- Observe unpredictable patient behaviours that may present risks such as potential for falls.
- Provide one to one care to a seriously ill patient.

## EMOTIONAL EFFORT





The post-holder will be expected to manage the following situations:

- Exposure on a regular basis, to emotional and distressing situations and supporting distressed patients and relatives to come to terms with illness/disability.
- Occasional exposure to nursing and caring for the end of life patient.
- Required to provide peer support following occasional instances of violence and aggression.
- Required to support peers following instances of sudden or unexplained death.
- Occasional exposure to aggressive and abusive patients, relatives/carers or members of the public.

## WORKING CONDITIONS

Daily exposure to hot uncomfortable conditions.

Daily contact and exposure to body fluids such as faecal matter, blood stained fluid, sputum, soiled linen, infective materials etc.

On a daily basis organising and undertaking decontamination of infected areas and equipment.

## **6 STANDARD ELEMENTS**

### **STANDARD ELEMENTS**





## **Confidentiality**

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## **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.
- 



## JOB DESCRIPTION AGREEMENT

I, (Print Name).....Confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

**Job Holder's Signature:**

**Date**

**Head of Department Signature:**

**Date 08.07.2021**





## WESTERN ISLES NHS

### BOARDPERSON

### SPECIFICATION

Job Title: Registered Nurse

Department: Integrated Medical Unit. Medical Ward OneHigh  
dependency  
Paediatrics

Location: Western Isles NHS Board

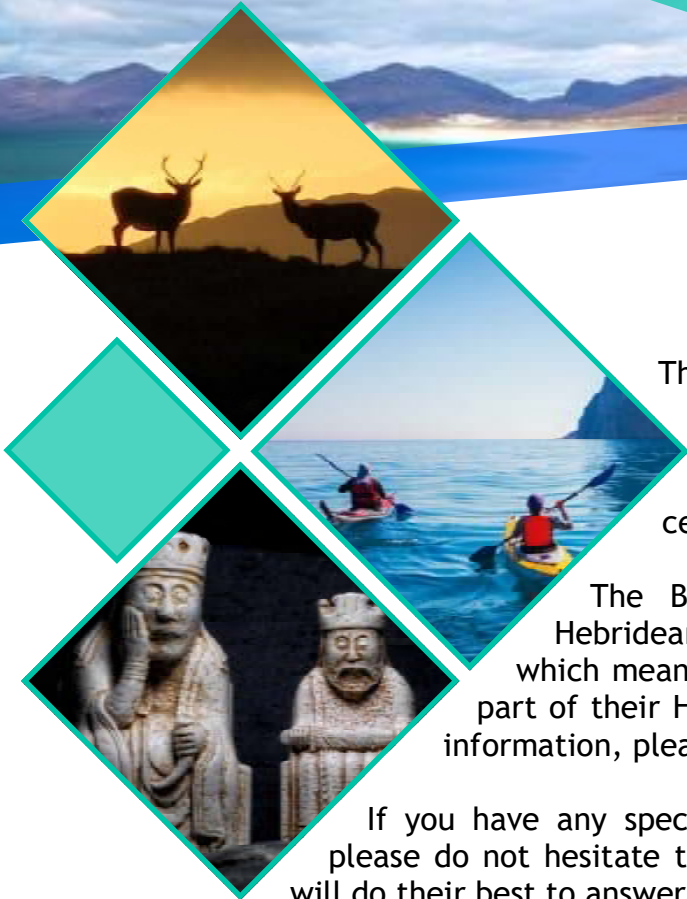
FACTOR	ESSENTIAL	DESIRABLE
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EXPERIENCE	Experience of working in acute medical environment	At least twelve months consolidation of training, a period of preceptorship or relevant experience.
QUALIFICATIONS, TRAINING, RESEARCH PUBLICATIONS	Current NMC registration on levels 1 and 8 of the NMC register.  Evidence of recent continuing professional development.	Further education in a related field of nursing.
KNOWLEDGE AND SKILLS	Good communication skills  Ability to plan and organise.  Ability to adapt to changes in work environment.  Ability to teach junior staff and learners.  Willingness to train as Nurse Mentor to student nurses.  Willingness to train as Nurse Preceptor to newly qualified nurses.	Previous experience in administering intravenous medication, intravenous cannulation, venepuncture and competence in recording electrocardiographs.  Champion in Infection Control Certification.  IT skills
KNOWLEDGE AND SKILLS (Cont'd)	To undertake training in Immediate Life Support (ILS) moving and handling,  Infection Control and health and Safety training events.  Participate in all in house Paediatric training.	

DISPOSITION	<p>Good interpersonal skills.</p> <p>Able to work autonomously and also as an effective team member.</p> <p>Pleasant disposition.</p> <p>Effective leadership skills.</p> <p>Ability to reflect analytically ones own practice.</p>	<p>Sense of humour.</p> <p>Non judgemental.</p>
OTHER	<p>Will rotate between day and night shifts.</p> <p>Will work in other ward areas where demand dictates.</p> <p>.</p>	

The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.

Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

- Links**
- [visitouterhebrides.co.uk](http://visitouterhebrides.co.uk)
  - [welovestornoway.com](http://welovestornoway.com)
  - [hebrides-news.com](http://hebrides-news.com)
  - [hebrideanhousing.co.uk](http://hebrideanhousing.co.uk)
  - [cne-siar.gov.uk](http://cne-siar.gov.uk)



# About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

**Stornoway**—Western Isles Hospital (Ospadal nan Eilean Siar)

**Benbecula**—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

**Barra**—St Brendan's Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

The latest information about the Board's response to the COVID-19 pandemic can be found on the Board's dedicated website.

Web

[coronavirus.wi.nhs.scot](http://coronavirus.wi.nhs.scot)



# Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

**Stornoway Airport**—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

**Benbecula Airport**—Glasgow, Inverness, Stornoway

**Barra Airport**—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



## Links

Ferry Travel:  
[calmac.co.uk](http://calmac.co.uk)

Air Travel:  
[loganair.co.uk](http://loganair.co.uk)

Car Hire:  
[carhire-hebrides.co.uk](http://carhire-hebrides.co.uk)  
[lewis-car-rental.com](http://lewis-car-rental.com)

Air Discount Scheme:  
[airdiscountscheme.com](http://airdiscountscheme.com)