

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

<b>Job Title:</b>	Staff Nurse (Band 5)
<b>Responsible to:</b>	Senior Charge Nurse
<b>Department &amp; Base:</b>	Community Hospital

### **2. JOB PURPOSE**

To contribute to the delivery of high quality nursing care to patients and carers.

To be an active member of the multi-disciplinary care team.

To act as team leader and take charge of the ward in the absence of the Ward Manager.

To provide relief nursing cover for Treatment Room, Minor Injuries Unit and Day Hospital.

### **3. ORGANISATIONAL POSITION**

**Clinical Locality Manager**



**Community Nurse Manager**



**Senior Charge Nurse**



**Junior Charge Nurse (Band 6)**



**Staff Nurse (Band 5) (This Post)**



**Non Registered Nurses (Band 2)**

#### **4. SCOPE AND RANGE**

The ward has 23 GP beds providing acute care, rehabilitation and palliative care. The Minor Injuries Unit operates across 24 hours period.

#### **5. MAIN DUTIES/RESPONSIBILITIES**

- Assessment of nursing needs, develop, implement and evaluate nursing care to meet those needs.
- Carry out all relevant forms of care without direct supervision.
- Advise on the promotion of health and prevention of illness.
- Adhere at all times to Nursing and Midwifery Council (NMC) Code of Professional Conduct.
- Ensure that nursing procedures are carried out in accordance with NHS Borders protocol and guidelines and these procedures are evidence based.
- Maintain accurate records as per NMC Guidelines for records and record keeping.
- Maintain absolute confidentiality in respect of patient records, medical nursing and allied health professionals
- Store, administer and order drugs according to NMC Guidelines and NHS Borders Policy for the Administration of Medicines.
- Work as co-operative member of the multi-disciplinary team.
- Act as team leader, and take charge of the ward in the absence of the Ward Manager.
- Help enhance junior staff/ students with clinical and managerial skills by teaching, assessing and supervision.
- Provide relief nursing cover, in Treatment Room, Minor Injuries Unit and Day Hospital.

#### **6. SYSTEMS AND EQUIPMENT**

- Intravenous infusion pumps and equipment
- Syringe Drivers
- Dynamap and Sphygmomanometer
- Tympanic thermometer
- ECG machine
- Resuscitation equipment
- Moving and Handling equipment
- Profile beds and pressure relieving mattresses
- Height, weight and BMI scales
- Bathing thermometers

## **7. DECISIONS AND JUDGEMENTS**

- To maintain confidentiality of information regarding patients and families at all times
- To ensure best use is made of available manpower at all times and staff are deployed with consideration to their qualification and experience.
- Share responsibility for the day to day running of caseloads with other registered staff.
- Maintain absolute confidentiality
- Recognise own ability and limitations and identify these to your Line Manager.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Actively listen and seek patient, public opinions on all aspects of nursing care.
- Maintain patient confidentiality at all times.
- Promote good relationships with patient, relatives, public, other care organisations and all members of the multi-disciplinary care team.
- Promote good communication skills written and verbally.

## **9. PHYSICAL DEMANDS OF THE JOB**

- The post holder will be continually mobile for majority of the shift, assisting with moving and transporting patients while ensuring all moving and handling guidelines are adhered to.
- Moving beds, furniture and hospital materials and equipment.
- Be able to respond speedily and accurately to emergency or unplanned situations.
- Potential control and restraint of physical and verbally aggressive patients.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Prioritising and meeting competing demands from patients, relatives and members of health professional groups.
- Gaining appropriate skills and knowledge to be an effective member of the multi-disciplinary team.
- Aware of knowledge, skills and abilities of junior staff and deploying their duties appropriately.
- Emotional demands of caring for ill and dying patients, and their family.
- Management of the emotional outcome for patients and staff following a violent or aggressive situation in the ward.
- Recognising own limitations and seeking opportunities to further own knowledge and skills

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- 1st level registration
- Complete training for the use of Patient Group Directions (PGDs) for prescribing and administration of medicines to be undertaken.
- Interest in medicine / care of the elderly.
- Good communication skills.
- Good leadership skills.
- Good team worker.
- Able to work without supervision.
- Mentorship experience.
- Good inter-personal skills.
- Awareness of current professional nursing issues.

### **DESIRABLE**

- Working knowledge of Treatment Room and Day Hospital.
- Complete training at triage, assessment and treatment of minor injuries to be undertaken.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.