



**Relief  
Community  
Nurse**

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## Welcome from Michael Dickson, Chief Executive

Thank you for your interest in this position.

Considering a move to somewhere like Orkney can feel like a daunting decision, what will it be like? Where will I live? What about Schools and childcare? Why should I come to Orkney?

We have tried to answer some of these questions and give you some information about living and working in Orkney and further details about NHS Orkney. I hope that you find this pack useful and it helps you come to the conclusion that you should apply to work with us.



NHS Orkney is committed to the delivery of high-quality, safe, and effective care for all that need us. We are proud to employ about 700 staff across our community, primary and secondary care services.

NHS Orkney has seen significant changes in how we deliver services to our community with a real focus on providing care in Orkney and ideally in their own home. The pace of change will continue to accelerate driven by the committed staff who are keen to adopt new and innovative ways of working without losing what is special to working in Orkney, our community. I am committed to working in an open, honest and transparent way that supports staff to innovate, be bold and be brave knowing that not everything we do turns out as we intended, and it is important that we learn from these events so we can continue to improve what we do. NHS Orkney has a clear set of core values and these drive all we do:

- Care and Compassion
- Dignity and Respect
- Quality and Teamwork
- Openness, Honesty and Responsibility

The final thing I would like to say to any prospective applicant is that Orkney occupies an enviable location at the north of Scotland with breath taking beaches, hills, mountains and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, with an open and vibrant community it is the perfect location to provide a safe and welcoming home. This, along with Orkney's direct flight connections to other major cities in Scotland, means the area can offer employees plenty of opportunities for those in pursuit of finding the right work-life balance.

Michael Dickson  
Chief Executive  
NHS Orkney



## Job Advert



### **Relief Community Nurse Orkney Mainland**

**Band 5 £27,418 - £34,229 including Distant Islands Allowance pro rata per annum  
Relief – Hours on an as and when required basis**

We are seeking highly motivated Registered Nurses with a passion for clinical care, a strong team-work ethic, and the aspiration to develop skills in Remote and Rural Practice to join the Community Nursing bank as part of Orkney Health and Care Partnership.

The Community Nursing Team on the Orkney Mainland are responsible for assessment, development, implementation, and evaluation of care to individuals and families, in liaison with the Senior Community nurse for the area. The post holder will primarily be based on the Mainland, but suitably experienced applicants may be expected to work in the Isles as required.

Applications are sought from registered nurses who are confident in their ability to work autonomously and as part of the wider primary care team. Excellent communication and observational skills are essential. Previous nursing experience is desirable and community nursing experience would be advantageous; however, registered nurses wishing to develop their skills in Community nursing would be considered.

It is essential that the post holder has access to transport and if driving themselves, should hold a full driving licence. If by virtue of a disablement, an applicant has the qualifications to perform the post but cannot drive, then the possibility of adjustments to arrange transport will be considered.

If being part of a supportive and flexible team, whilst working in a place with a strong sense of community, appeals to you, then consider joining NHS Orkney and help us provide high quality patient care.

To find out more about living and working in Orkney go to: [www.orkney.com](http://www.orkney.com) or [www.visitorkney.com](http://www.visitorkney.com). Further information on NHS Orkney can be found at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).

**Further information regarding this post, please contact Inga Mackay - Clinical Team  
Lead by email [inga.mackay@nhs.scot](mailto:inga.mackay@nhs.scot)**

This post is subject to a PVG scheme record check

# Job Description

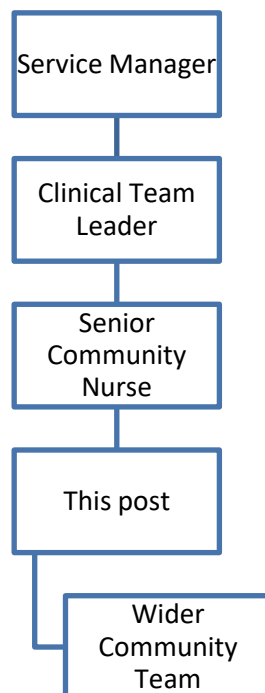
1. JOB DETAILS	
JOB TITLE	Relief Community Nurse
SERVICE	NHS Orkney
DEPARTMENT	Community Nursing
GRADE	Band 5
LOCATION	Various
REPORTING TO	Community Clinical Team Leader

## 2. Job Purpose

The post holder will work within a designated Community Nursing Team and be available to provide relief cover to other Mainland based Community Teams. The post holder will contribute to and be responsible for assessment, development, implementation, and evaluation of care to individuals and families, in the community in liaison with the senior Community nurse for the area. There is also a need to participate in the provision of the out of hours on call rota.

The post holder will ensure that nursing care is delivered using competencies within the scope of practice as agreed by NHS Orkney and the NMC.

## 3. Organisational Chart



#### **4. Scope and Range**

The post involves working as part of a Community Nursing Team within Primary Care undertaking nursing duties within Mainland practices. The post holder will work under the leadership and directive of the senior community nurse, to provide a nursing service for the designated practice population. The work involves a significant amount of collaborative working with other health care professionals and other agencies in public, private and voluntary organisations. There is an on-call responsibility which will require making autonomous clinical decisions using clinical guidelines.

#### **5. Main Duties and Responsibilities**

Work autonomously and as directed to assess needs, plan, and implement care for patients with nursing needs in the community. Review and evaluate planned care. Early identification of problems taking a proactive role to improve health.

Provides a high standard of care at all times in accordance with The Code (NMC 2018)

Participate in health education activities and promote health lifestyles and safety in the home.

In the absence of the senior nurse, undertake management of the team's caseload. Taking responsibility for liaison with and referring patients to and accepting referral from other professional with in the health service and partner agencies without direct supervision.

To liaise with the nominated community nurse in planning own work rota to ensure service staffing needs are met.

Work within a multi-agency partnership to improve the health and wellbeing of people living in the community by working with individuals, families, and communities, providing evidence-based advice and care. Participating in the planning and implementing of health promotion programs, and by influencing policy at local and national level.

Communicate with informal and formal carers and families to provide support and advice.

Maintain appropriate stocks and stores of dressings, medications etc in people's homes and in the work base. To be aware of budgetary constraints by using resources effectively.

Promote independence and self-management where possible by encouraging enablement and promoting rehabilitation.

Have awareness of, and work with colleagues to implement new practices using active research and clinical audit.

Respond to and take appropriate action when nursing care is required in an emergency during the day and out of hours. Role includes making decisions without supervision and making appropriate referral to other health and social care professional.

Act as a role model and mentor in teaching student nurses, colleagues, formal and informal carers.

Liaise with Social services and complete Single shared assessment as appropriate to identify health and social needs and to arrange services to meet identified needs. To review services and record any unmet needs.

To deal with complex emotional and physiological difficulties for example in palliative care or initially after diagnosis.

Actively participate in multidisciplinary meetings, case conferences and videoconferences e.g. hospital discharge.

Maintain accurate records (including practice computer records and community nursing paper notes) according to The Code (NMC 2018)

Works autonomously within sphere of competence and professional practice as agreed by NMC, and in accordance with local policies and procedures.

Participates in NHS Orkney's Appraisal Process and ensures Personal Development Plan and Turas is updated and appropriate to the role.

Identifies and undertakes own on-going professional and educational development in accord with the needs of the service and role of the community nurse within NHS Orkney.

Engages in clinical supervision and self-evaluation in order to improve clinical practice.

## **6. Clinical**

Participate in the management and clinical support of patients with long-term conditions.

Participate in supporting patients discharged from hospital and where appropriate preventing unnecessary hospital admission.

Leg ulcer management including doppler.

Wound management and Tissue Viability

Falls prevention and assessment.

Continence assessment and care including male and female catheterisation, suprapubic catheterisation.

Palliative and terminal care including management of syringe drivers.

Ear examination and syringing.

Venepuncture.

Gastrostomy management and care.

Vaccination programmes, including diagnosis of anaphylaxis.

Emergency equipment and treatment.

Patient education for example healthy lifestyle changes, stoma care and diabetic care.

## **7. Systems and Equipment**

- Comprehensive assessment, care planning and ongoing evaluation of patients using Orem's model of nursing. Use of NHS Orkney documentation relevant to individual patient care including recording in General Practitioner notes and on computers.
- Familiar with using Microsoft Teams and Near Me
- Completion of monthly SSTS
- Ensure manual-handling equipment is functional and available for patients as assessed.

## **8. Equipment frequently used:**

- Computer, laptop, printer, photocopier, telephone.
- Pager.
- Mobile phone
- Sphygmomanometer
- Thermometer
- Stethoscope
- SPO2 monitors
- Doppler
- Bladder scanner
- Equipment for venepuncture
- Syringe driver
- Blood glucose monitor
- Ear syringing equipment.
- Car
- OT equipment
- Emergency equipment

## **9. Decisions and Judgement**

- Makes clinical decisions in planning and prioritising patient care and referring / seeking medical decision-making support and advice as required.
- Prioritising own workload and show awareness of workload levels for others in the team.
- Consider individual needs, professional skills, and resources available.
- Dealing with call outs and unpredictable situations.
- Risk assessing situations for example adverse weather conditions or lone working.
- Making judgements regarding safe levels of care.
- Incident reporting by DATIX.
- Ethical issues such as patients refusing prescribed medication or nursing treatment.

## **10. Communications and Relationships**

- Regular professional contact with patient's informal carers and families and communities.
- Maintain confidentiality as per The Code (NMC 2018)
- Communicate with patient and relatives at difficult times for example bereavement, discharge from hospital after major surgery or distressing news.
- Participate in formal meetings with community social service, professional and voluntary organisations as required.
- Regularly participate in informal meetings in patient's homes with care workers from other organisations e.g. local authority and voluntary organisations.
- Professional communication and team working with GPs and other staff within the practice.
- Meetings with the multi-disciplinary team to plan patient care or to work on aspects of service delivery.
- Effective communication within the community nursing team, including written, electronic, and verbal reports on patient care.
- Communication with other professionals to arrange discharge for patients being treated in another health authority as indicated.

## **11. Physical Demands of the Job**

- Driving sometimes in difficult conditions
- Exposure to infectious conditions.
- Exposure to unpleasant odours and contact with bodily fluids on a daily basis.
- Dealing with inappropriate behaviour and aggressive outbursts from patients and relatives.
- Exposure to varying temperatures.
- Exposure to risks from pets and animals, and cigarette smoke
- Ergonomics of varying work situations, i.e. outdoors in inclement weather, patients own homes etc.
- Having to re-prioritise workload at short notice to accommodate unpredictable circumstances.
- Computer and keyboard skills
- Lone working

## **12. Most challenging aspects of the Role**

- Working across diverse clinical contexts with an unpredictable workload.
- Lone working and autonomous decision-making and on call duties.
- In urgent or emergency situations, being able to deliver quality, spiritually sensitive and culturally appropriate care to patients with communication problems e.g. non-English speaking, deaf, have learning difficulties, unidentified unconscious people.

- Potential of dealing with violence and aggression and disruptive / challenging behaviour, both verbal and physical from patients or visitors.
- Establishing and maintaining effective communication including de-escalation techniques, with various individuals with potentially complex and stressful issues.
- Dealing with unavoidable delays e.g. transport/weather
- Delivering care in patient's homes with varying facilities and conditions.
- To be the first emergency healthcare response awaiting back up from GP/responders
- Managing unrealistic expectations of colleagues and patients.
- Maintaining up to date clinical knowledge and competences in for a wide range of presenting conditions across unscheduled and Out of Hours care and community nursing.
- Driving conditions/ distance/time, through the night for emergency call outs.
- Improvisation, for example lack of hygiene facilities and equipment.
- Involved in the implementation of change (service and practice).

### **13. Knowledge, Training and Experience Required to do the Job**

- First level registered nurse with previous experience and current NMC registration.
- Moving and handling training.
- Health and safety training.
- Risk Assessment Training
- Experience of holistic assessment, care planning and evaluation and communicating information within the team to provide continuity of care and as appropriate.
- Competencies to undertake main duties and responsibilities detailed in Section 5.
- Ability to drive a car and have access to a car.

<b>Job Description Agreement</b>	
Job Holder's Signature	Date:
Head of Department Signature	Date:

## Person Specification

**Job Title:** Community Nurse  
**Department:** Community Nursing Team  
**Location:** Various

FACTOR	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Evidence of a wide range of clinical skills</p> <p>Ability to work without direct supervision</p>	Experience of community nursing in a remote setting
<b>QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS</b>	<p>RN 1st level. Current NMC Registration</p> <p>Evidence of up to date and on-going learning and development</p> <p>Basic Life Support</p>	ILS or equivalent emergency care training
<b>KNOWLEDGE AND SKILLS</b>	<p>Excellent interpersonal and communication skills</p> <p>Good decision making and problem-solving skills.</p> <p>Awareness of importance of confidentiality</p> <p>Organisational skills and the ability to prioritise work.</p> <p>Working knowledge of infection control in a community setting</p> <p>Up to date moving and handling skills.</p> <p>Evidence of applying evidence based clinical knowledge to practice.</p> <p>IT Skills</p>	<p>Experience of teaching/mentoring/ coaching</p> <p>Working knowledge of Microsoft Teams, video conferencing/IT solutions</p>

<p><b>DISPOSITION</b></p>	<p>Able to prioritise conflicting demands and work under pressure.</p> <p>Emotional resilience</p> <p>Ability to act professionally, work as part of a team and use own initiative.</p> <p>Motivated and proactive in own personal development and training</p> <p>Willingness to attend and participate in staff meetings.</p> <p>Flexible, positive, and enquiring approach to work</p> <p>Capability to build strong relationships based on mutual trust and respect</p>	<p>Quick to learn.</p> <p>Ability to apply knowledge and skills in the Community setting</p>
<p><b>OTHER</b></p>	<p>Clean drivers' licence and use of a car.</p>	

## Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Kirkwall are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to [www.orkney.com](http://www.orkney.com) or [www.orkneycommunities.co.uk](http://www.orkneycommunities.co.uk) and learn more about NHS Orkney at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).



## Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

[ork.recruitment@nhs.scot](mailto:ork.recruitment@nhs.scot)

## Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>