



**Relief
Registered Nurse**

Twitter
Facebook
Web

@NHSOrkney
facebook.com/NHSOrkney
ohb.scot.nhs.uk

Contents

Welcome from Michael Dickson, Chief Executive.....	3
Job Advert.....	4
Job Description	5
Person Specification	11
Introduction to Orkney and NHS Orkney	12
Recruitment Process.....	14

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 Registered Nurse

The Balfour- - Acute Services

Band 5 £27,419 - £34,229 (£14.02 – £17.51 per hour) including Distant Islands Allowance pro rata per annum

Relief Contract – as and when required

Are you a Registered Nurse whose practice meets current NMC registration requirements? If so, NHS Orkney wishes to increase the Registered Nurse Bank and would like to hear from you.

As part of the multidisciplinary team post holders will have responsibility for assessment of care needs, ensuring the delivery of high quality of care to patients. They will also undertake or assist patients with personal care, washing, bathing or toileting etc, maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met. You will also supervise less experienced staff, students, carers and families that are providing care to patients.

Additionally, post holders will be responsible for maintaining accurate patient records and legal documentation within agreed standards, administration of medicines as per NHS Orkney Administration of Medicines Policy and a range of clinical duties including wound dressings, suture and clip removal, urinary catheterisations and parenteral feeding.

Ideally you will have a minimum of basic life support training, recent nursing experience, a range of clinical skills and the ability to work autonomously as well as part of a multidisciplinary team. You should also have good interpersonal and communication skills, good organisational skills with the ability to prioritise your workload. Successful candidates should have record keeping experience, be able to demonstrate IT literacy and have knowledge of infection control. It is essential that the successful candidate understands the importance of confidentiality.

For further information, please contact Michelle Mackie, Deputy Director of Nursing by email michelle.mackie@nhs.scot

This post is subject to a Protecting-Vulnerable-Groups Scheme record check.

Job Description

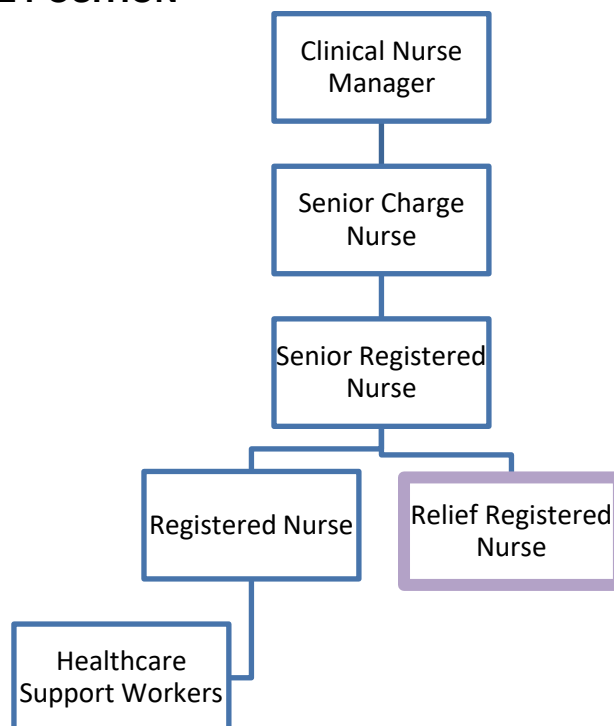
1. JOB DETAILS	
JOB TITLE	Bank Registered Nurse
SERVICE	NHS Orkney
DEPARTMENT	Acute Services
GRADE	Band 5
LOCATION	The Balfour
REPORTING TO	Clinical Nurse Manager

2. JOB PURPOSE

To be available to provide registered nursing cover with NHS Orkney for mutually agreed areas and at mutually agreed times.

While on duty, the post holder will work as part of a multidisciplinary team and will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality of care to patients.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

As a Registered Bank Nurse, the post holder will be required to provide cover to all wards within The Balfour. Knowledge and skills will be mutually agreed in conjunction with the Nurse in Charge for the area.

To provide person-centric, safe, and effective care in order to meet nursing needs within the designated area of work within scope of practice as agreed by NMC and NHS Orkney.

5. MAIN DUTIES/RESPONSIBILITIES

These will vary depending on which ward/shift /area the Registered Bank Nurse is covering but will be encompassed in the following: -

- Responsible for the assessment of care needs and the development, implementation, and evaluation of programmes of care for patients to ensure delivery of a high standard of care.
- Undertake or assist patient with personal care, washing, bathing or toileting etc.
- To maintain effective communications with patients, relatives, and other members of the multidisciplinary team to ensure that appropriate information is shared, and patient needs are met.
- To work within the defined policies, procedures, standards and protocols of the Wards, areas and within scope of practice as agreed by NMC and NHS Orkney.
- To supervise less experienced staff/students/carers/families that are providing care to patients and act as a source of advice to ensure their educational needs are met.
- To organise and prioritise own workload to ensure that the interests of patients/clients are met.
- Responsible for maintaining accurate patient record and legal documentation within agreed standards.
- Administration of medicines as per NHS Orkney Administration of Medicines Policy
- A range of clinical duties including wound dressings, suture and clip removal, urinary catheterisations and parenteral feeding.
- To ensure maintenance of departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
- To develop the role by using evidence-based practice and continuously developing knowledge and skills by following PREP guidelines, participating in in-house training sessions, use of e-resources etc.
- NB: Bank Nurses do not routinely take charge of wards/areas on shifts. An experienced Bank Nurse may occasionally be asked to take charge of a shift/part shift in a ward/ area.
- Bank staff are reminded of their professional and personal accountability as per NMC in such situations.

6. SYSTEMS AND EQUIPMENT

Depending on ward/area the post holder is covering but will include ability to understand and use following guidance:

- Patient generated documentation
- Patient Manual Handling equipment and pressure prevention devices.
- Computers, Video Conferencing equipment, Telemetry, Heart Monitors, ECG Machines, Defibrillator BP Machines, Thermometers, etc
- Intravenous infusion monitoring equipment, Syringe Drivers, CVP lines and equipment etc
- Oxygen tanks and equipment, Nebulisers, Peak Flow Meters, Inhalers and Spacer devices
- Bladder Scanning equipment
- Administration of Oral and IM Drugs, IV after relevant training.
- Digital Camera
- Sandpiper bag/emergency care equipment

7. DECISIONS AND JUDGEMENTS

- Work as part of a team and autonomously.
- Undertake allocated tasks and delegate tasks as required to junior staff/carers
- Comprehensive assessment of patient condition to monitor change and report appropriately
- Analysis of patient condition and subsequent planning, implementation and evaluation of care given.

8. COMMUNICATIONS AND RELATIONSHIPS

Internal

- Senior Nurse/Charge Nurse/Clinical Nurse Manager/Bank Nurse Coordinator
- Multi-disciplinary Team including AHP's, nursing colleagues, students, doctors, surgeons etc.
- Other relevant departments within the Hospital and communities e.g. Estates, Stores, Wards, Infection Control, GP practice staff, Intermediate Care Team, Specialist Nurses etc.#
- Mental Health Team
- Clinical Directors
- Health improvement Team

External

- Social Work colleagues
- Home care Staff
- GP's and Practice Staff
- Other Hospitals such as NHS Grampian
- Families and carers
- Public Health

9. PHYSICAL SKILLS OF THE JOB

Carrying out a range of clinically skilled tasks such as:

- Administration of intra-muscular injections, intravenous after appropriate training,
- Syringe drivers, and infusions etc.
- Insertion and care of urinary catheters, (male/female and suprapubic)
- Wound management, Tissue Viability and pressure ulcer prevention
- Frequent manual handling of patients – manual handling skills essential

PHYSICAL DEMANDS OF THE JOB

- Patient movement with use of mechanical hoists, slip sheets or pat slide – several times per Shift whilst onwards.
- Driving in often inclement weather conditions (Community)
- Occasionally need to move/handle furniture/equipment i.e. lockers, chairs etc
- Push trolleys, wheelchairs – several times per shift
- Stand / walk for majority of the ward shift
- Restrictive movement in environments within the community e.g. Kneeling and working in unpredictable settings.

MENTAL DEMANDS

- Concentration required when writing and 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.
- Lone working in a remote and rural environment in the community
- Variety of assessment approaches and interpretation of sometimes complex findings in health and social care
- Risk assessment and concentration in driving in differing weather conditions

- De-escalation of volatile situations

EMOTIONAL DEMANDS

- Individual, team, and family dynamics
- Acting as an advocate for patients
- Communication with distressed/anxious/worried patients/relatives
- Communicate with a range patient who have differing communication requirements
- Caring for terminally ill patients and supporting bereaved relatives
- Caring for patients following receipt of diagnosis/prognosis.
- Providing episodes of care that challenge individual beliefs and values
- Living and working in a small community

WORKING CONDITIONS

- Exposure to body fluids, faeces, emptying bedpans/urinals, catheter bags several times on each shift
- Potential exposure to verbal aggression
- Working in limited bed space area/ home environment
- Coping with unpleasant surroundings and environments within the community such as odours, smoking, pets, limited facilities, varying temperatures, and cramped conditions

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- The potential of working in several wards/areas with different nursing teams and different patient groups in one week.
- Having to adapt to fit the role required of that particular shift, often responding to request to work at very short notice.
- Being part of an evolving model of service delivery which is generic, and team focused.
- Providing nursing in a range of settings whilst ensuring high quality care.
- Working with vulnerable individuals, carers and families.
- Lone working (Community).

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

- Registered Nurse qualification, on current NMC Register
- Evidence of CPD
- To update KSF as necessary in preparation for annual appraisals and participate in staff appraisals in accordance with NHS Orkney policy
- Competent in a range of clinical skills
- Evidence of team working skills with ability to work using own initiative.
- Good interpersonal and communication skills.
- Organisational and time management skills.
- Ability and flexibility to adapt to different wards/areas and nursing teams.
- Problem solving and prioritising skills
- Up to date knowledge of Infection Control
- Driving and use of a car (community only)

Job Description Agreement	
Job Holder's Signature	Date:
Head of Department Signature	Date:

Person Specification

Job Title: Bank Registered Nurse

Department: Acute Services

Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	Registered Nurse Current NMC Registration Basic Life Support Evidence of recent training/education	Further post registration study Mentor Cleanliness Champion
EXPERIENCE	Recent nursing - hospital and/or community experience Evidence of a range of clinical skills Ability to work autonomously and as part of a multidisciplinary team	Emergency care experience Wide-ranging hospital/community experience
KNOWLEDGE AND SKILLS	Good interpersonal and communication skills Good organizational skills and ability to prioritise workload Good record keeping and documentation Can demonstrate IT literacy Can demonstrate knowledge and skill of infection control Awareness of the importance of confidentiality	Risk assessment/management Leadership skills
DISPOSITION	Self-motivated Self-awareness Flexible and reliable Team player Awareness of current professional nursing issues Car driver and use of car (Community only) Ability to provide on call (isles community only)	

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 Orkney 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 or www.orkneycommunities.co.uk and learn more about NHS Orkney at 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

Equality and Diversity

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