

NHS GRAMPIAN

JOB DESCRIPTION – BAND 6

1. Details of job description

Job Title: BAND 6

Department(s): WARD 7 DR GRAYS HOSPITAL ELGIN

Hours: 37.5 hours per week

Salary: Band 6 (£37,831 - £46,100 per annum pro rata)

Contract: Permanent

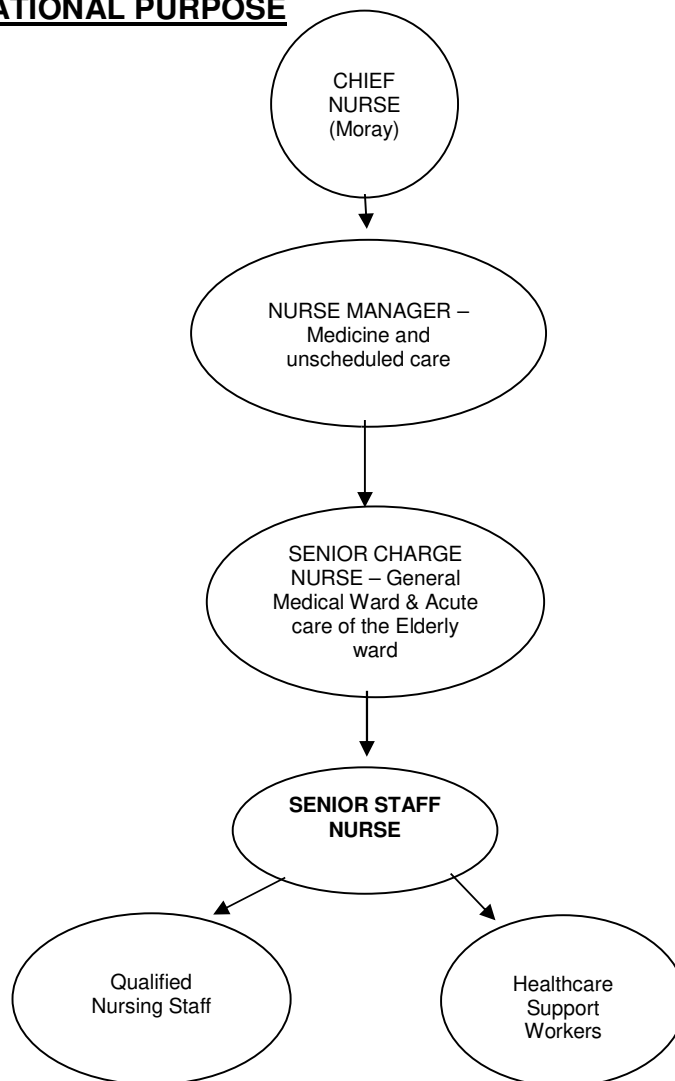
Job Reference: PS139691

Job Holder reference:

2. JOB PURPOSE

- The postholder will develop and maintain a high quality standard of nursing care and be responsible for the management of nursing care and the patients environment in the absence of the Senior Nurse, sharing responsibility for resource management leadership and education.
- Actively participates in the delivery of evidence/research based patient care as a qualified nurse in the multi-disciplinary team within the Service Area. Shows evidence of leadership skills and guidance to junior nursing staff.
- To work in partnership with the multidisciplinary team to deliver to all patients, their relatives and carers a high standard of care which is research based and in accordance with the NMC Code of Professional Conduct as well as local and national health and safety legislation.
- The post holder will regularly hold the 600 bleep in accordance with the rota. This responsibility includes bed management, ensuring staff skill mix is appropriate to ensure safety for patients and staff. The post holder must have sound leadership and decision making skills.
- To develop own clinical experience and be responsible for the teaching , supervision and assessment of student, junior and untrained members of nursing staff.

3. ORGANISATIONAL PURPOSE



4. SCOPE AND RANGE

Ward 7 is a 25 bedded General Medical and Acute Care of the Elderly ward. .

The ward deals with acutely unwell patients - the diversity is such that the range is from minor chest infections through stroke, post myocardial infarction, diabetes, gastric problems, frail, elderly and cognitively impaired patients. Patients are admitted via numerous routes, predominantly ED, AMAU or transfers from HDU or other hospitals. The majority of patients admitted to the ward, are emergency admissions.

The post holder will take charge of the service area in the absence of the senior charge nurse with ongoing responsibilities and lead existing nursing resources and maintain bleep-holding responsibilities for the area as appropriate.

The postholder is accountable for all clinical decision making undertaken and for all clinical assessment and treatment under their management. The post holder must ensure patient flow through the department with assistance from Site and capacity team.

The postholder has a responsibility to teach, supervise and assess student nurses and untrained nurses, to plan and prioritise workload and to delegate work to other staff members.

5. MAIN DUTIES/RESPONSIBILITIES

CLINICAL

- Responsible for leading and directing the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures.
- Communicates to an optimum level with patients, carers and the multidisciplinary team.
- Demonstrates delivery of a high standard of nursing evidence based research practice.
- Ensures named nurse status for patient from admission to discharge.
- Proactively participates in health promotion and rehabilitation.
- Ensures patient is involved in decision-making regarding their care.
- Demonstrate ability to perform specific clinical skills required within the speciality.
- Plays a lead role as an effective and competent member of the multidisciplinary team.
- Possesses extensive up to date knowledge of relevant conditions and procedures.
- Demonstrates adherence to NHS Grampian / local policies and procedures.
- Ensures safe storage and administration of medicines and treatments according to local and National policy.
- Works in partnership with the Practice Educator/Facilitator in the delivery of education.
- Participates in research and audit

ORGANISATIONAL

- Actively participate as effective team leader and member of extended team.

- Practises and promotes confidentiality at all times.
- Demonstrates ability to listen effectively to other points of view.
- Proactively leads a team and communicates with all colleagues in a professional manner.
- Demonstrates knowledge and proficiency in implementing NHS Grampian/local policies and procedures.
- Ensures written communications are accurate, appropriate and neatly recorded, adhering to NMC/NHS Grampian/local policies at all times.
- Demonstrates ability to address issues arising in a professional and discreet manner whilst knowing their limitations.
- Effectively analyses, prioritises and organises own workload.
- Demonstrates an understanding of and adherence to local and National Health and Safety policies and procedures
- Demonstrates ability to take responsibility for own workload.
- Demonstrates enhanced negotiation, influencing and conflict management skills.

MANAGERIAL

- Demonstrates established leadership skills by managing the workload of the service area staff, ensuring efficient and effective time and resource management.
- Demonstrates ability to take responsibility for own and junior staff's workload.
- Provides support to others within the team.
- Demonstrates ability to delegate to staff effectively in order to achieve optimal use of time and resources.
- Deputises for Senior nurses in their absence.
- Demonstrates an awareness of available resources, how they should be most effectively used, economy in the use of supplies and an awareness of stock control systems.
- Actively participates in the care and maintenance of ward stock/equipment.
- In the absence of the senior nurse takes responsibility for ensuring the efficient management of nursing resources and all associated administrative responsibilities e.g. staff absence recording, rota planning, appraisals, recruitment and selection, disciplinary procedures, and complaints.

PROFESSIONAL DEVELOPMENT

- Actively participates in the appraisal of staff, being involved in recruitment and selection procedures
- Acts as a positive role model for all disciplines of staff.
- Demonstrates commitment to developing clinical skills and expertise.
- Demonstrates an understanding of research and audit.
- Maintains responsibility for own personal development.
- Actively participates in teaching programmes.
- Demonstrates willingness to develop management skills.

- Participates in the orientation of new staff.

SERVICE DELIVERY

- Actively contributes to the provision of continuity of care for all patients in the service
- Supports the Senior Nurse in contributing toward the future development of the Service
- Demonstrates positive attitude to suggested changes in practice through the introduction of evidence based care
- Demonstrates an awareness of future service redesign in accordance with local and national priorities

6. SYSTEMS AND EQUIPMENT

Job Holder will be familiar with and use and the following:

Maintains and develops clinical standards and documentation in accordance with NMC Code of conduct and assist in the development of new initiatives

The post holder is required to directly use and/or maintain resuscitation equipment, manual handling aids and all clinical equipment as required within the service.

Computer Skills

The postholder is required to be computer literate, be able to access current and research

and development and be competent in the skills required within the service area e.g. intra/internet skills, office 365, SSTS, Healthroster, TURAS, TRAK.

The postholder is required to report any incidents according to the Datix system.

7. DECISIONS AND JUDGEMENTS

The postholder must always work within the NMC Code of Professional Conduct

Post holder will be in charge of the service area in the absence of the senior nurse.

When in charge the postholder will delegate duties appropriately to junior nursing staff within the team and co-ordinate the teams workload as well as their own.

The post holder will be required to use their own initiative and be able to make sound and rational decisions and remain focussed and directed throughout the process. The postholder requires the ability to remain objective and supportive of others at times.

The postholder will be required to use own judgement whilst observing patient's condition and should report any change in prescriptive care to relevant disciplines

The postholder will be required to use rapid judgement in the assessment and treatment of patients efficiently and appropriately in all clinical situations.

8. COMMUNICATIONS AND RELATIONSHIPS

The main focus of communication for the post holder is to be at the central point of contact and knowledge for all members of the multidisciplinary team to ensure that the optimum care is delivered to the patient. The postholder must therefore possess effective interpersonal skills and participate in cross boundary working.

Internal

Post holder required to communicate verbally and in writing with patients, carers, members of the multi-disciplinary team and Senior Nurse

External

Post holder required to communicate verbally and through writing with relatives/visitors, other hospitals within NHS Grampian, other NHS boards, external organisations and bodies. Eg : Higher Educational Institutes

The post holder will play a pivotal role in dealing with distressed, upset , angry or anxious patients, carers, relatives and staff. The role of the nurse is to use communication skills to de-escalate as many situations as possible but to then ensure the safety of the postholder and any other patients and staff by managing the situation appropriately. This can be very demanding both emotionally and physically.

9. PHYSICAL DEMANDS OF THE JOB

High portion of job entails physical work and post holder would require manual handling skills, which should be kept up to date yearly or more frequently if required. At times the post holder would be required to assist immobile patients moving from one area to another. Can work within confined spaces as other medical equipment may be required for monitoring and supporting the patient's condition.

There is a need for accuracy and appropriate maintenance in the use of all clinical and other equipment used particularly regarding the administration and delivery of medicines and treatments.

The postholder will be required to be able to initiate and maintain appropriate emergency care.

The postholder will be able to adapt to the shift pattern required within the European Working Time Directive and may be required to work a variety of shifts e.g. 12 hour shifts, long days, day/night rotation.

The postholder may have to work alone.

Emotional demand; The postholder will be required to deal effectively with limited resources, whilst also being required to prioritise own workload and adapt flexibly to competing demands from various people.

At times there are occasions when violent/aggressive incidents may occur. Regular sustained effort or sudden intense effort in the management of violent incidents for short or long periods of time may be required.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The post holder will communicate effectively and professionally at all times.

Effectively practising a multi tasked/skilled clinical and management role within available Resources.

Utilising effective leadership skill in order to manage workload and develop a clinical environment which is positive and effective for both staff and patients.

Maintaining adequate skill mix while recognising individual staff needs in line with NHS Grampian Human Resources guidelines

Maximising nursing opportunities for self and juniors in line with an evolving clinical service.

Using own initiative and generation of ideas in order to meet the strategic needs of the service.

Acting as a change agent in terms of organisational issues and future strategy and service redesign.

Promoting a happy and safe work environment to minimise stress levels.

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

The post holder is required to be a registered Nurse with current Nursing and Midwifery Council registration.

Previous experience as a band 5, Staff Nurse, for 3 years is essential.

During / prior to employment the post holder will be required to demonstrate the following:

- ◆ Evidence of leadership and proven decision making skills
- ◆ Extensive knowledge base with regards to specialty
- ◆ Knowledge and experience of Mentorship within clinical practice
- ◆ Proven ability to participate in the delivery of presentations and teaching sessions.
- ◆ Extensive Knowledge and participation of NHS Grampian policies and procedures relevant to the area.
- ◆ Evidence of well established developed written and verbal communication skills

◆ Commitment to lifelong learning and personal development plan

It is desirable that the nurse at this level should also have skills and knowledge for an area of special interest such as tissue viability, continence or have an accredited skill such as risk assessor or moving and handling trainer.

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NHS GRAMPIAN
PERSON SPECIFICATION

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Short listed candidates **MUST** possess all the essential components as detailed below.

POST/GRADE: **BAND 6, SENIOR STAFF NURSE**

LOCATION/HOSPITALS: Dr Gray's Hospital, Elgin

WARD/DEPARTMENT: GENERAL MEDICAL/ /ACUTE CARE OF THE ELDERLY WARD

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Part 1 or 12 of the NMC	Degree or working towards a Degree
Experience	Extensive experience at Band 5	Acute medical nursing experience or Acute care of the elderly nursing experience advantageous.
Special Aptitude and abilities	Be able to deputise in absence of SCN Excellent communication skills Good leadership qualities with the ability to motivate self and the team Efficient IT Skills	Evidence of developing people management skills. Knowledge and experience with SSTS, Healthroster, Datix,
Disposition	Calm, friendly, excellent team player. Good sense of humour. Hard working, flexible. Excellent time management.	

Particular Requirements of the Post	Able to cope well under pressure. IT literate Can demonstrate commitment to own professional development and to the learning of others Experience in undertaking Audit	Interest in Medical Nursing and Developing Services Interest in Quality Improvement methodology and implementation of same.
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MAJOR RISKS IN DOING THIS JOB
N/A