**Job Description**

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| 1. **JOB IDENTIFICATION** | Job Title | **Registered Nurse** | |
| Department(s)/Location | **Blairgowrie Community Hospital – GP Unit** | |
| Number of Job Holders | **15** | |
| CAJE | **SC06-285** | |
| 1. **JOB PURPOSE**   Work as a Registered General Nurse supported by Senior Charge Nurse (SCN) /  Charge Nurse (CN), as a member of the nursing team and work collaboratively with multi professional team.  To ensure client group receives high quality and safe person-centered nursing care based on best practice, while also maintaining dignity and optimum independence for each individual.  In the absence of the SCN / CN, have responsibility for the coordination of the team ensuring safe operation, including staff deployment. | | | |
| 1. **ORGANISATIONAL POSITION**   Senior Charge Nurse (SCN)  I  Charge Nurse (CN)  **Staff Nurse (SN)**  I  Health Care Support Worker (HCSW) | | | |
| 1. **SCOPE AND RANGE**   The GP Unit, in Blairgowrie Community Hospital, is an integral part of NHS Tayside/Perth & Kinross Health and Social Care Partnership.  The GP Unit comprises of 17 beds and predominantly cares for elderly medical patients, rehabilitation, palliative and end of life care.   * The service delivered includes admission, treatment and discharge of patients within the GP Unit. * The Registered Nurse works without onsite medical cover during ‘out of hours’ periods * Works as a member of the nursing team and liaises with other professionals/agencies when necessary to optimise patient care. * Coordinates the nursing team in the absence of the Senior Charge Nurse/ Charge Nurse. * Is the key worker to a designated patient group with responsibility for co-ordinating care and ensuring effective communication with the multi-professional team and significant others, including external agencies. * May be expected to work in other Hospital wards within NHS Tayside as service requires. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   **Clinical**   * Conduct a comprehensive holistic nursing assessment of the care needs of patients using appropriate assessment tools. * Devise person centred care plan to meet individual patient need incorporating review dates and wherever possible involving patient and significant others, their families or carers. * Deliver planned care ensuring all staff meet identified patient needs. * Provide advice and guidance on health promotion, physical and mental health management and prevention strategies to patients, carers and significant others. * Review and evaluate effectiveness of care delivered and where necessary initiate and record change. * Apply a level of understanding of the effects of disability, frailty and ageing to ensure that care goals are met. * Contributes to change for the benefit of patient care and contributes to the development of the extended role of the nurse. * Acquire and practice clinical skills as identified for service provision with approval of the SCN and Clinical & Professional Team Manager e.g. Resuscitation skills, Confirmation of Expected Death, IV Medications, Venepuncture and ECG. * Deliver palliative care including symptom control and management and end of life care. * Administers and understands complex drug regimes and common side effects and follows Nursing and Midwifery Council (NMC) Medicine Administration Guidelines.   **Documentation**   * Ensure that up to date written and electronic records are maintained in accordance with NMC, NHS Tayside and local standards supervising ward-based staff and students’ record keeping as appropriate. * Ensure documentation reflects accurate record of patient information whilst maintaining confidentiality and dignity. * Complies with relevant national legislation e.g. Freedom of Information Act, Data Protection Act/GDPR, Adults with Incapacity.   **Professional Ethics**   * Complies and reports any non-compliance with the NMC Code and local and national policies and procedures. * Respects the individuality, values, cultural and religious diversity of patients and staff, and contribute to the provision of a service sensitive to these needs.   **Leadership, Supervision and Appraisal**   * Contribute to the identification of training needs of nursing team in particular addressing the mental health needs of patients with cognitive impairment/delirium/anxiety/depression. * Address scope of practice issues and competencies. Develop clinical and technical skills that promote the physical/psychological care needs of patients. * Support skills transfer throughout the nursing team. * Ensure attendance at compulsory updates for self and junior staff. * Participate in appraisal of designated staff and ensuring development of appropriate Personal Development Plans. * Provide effective guidance and supervision for all junior staff. * Review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal. | | |
| **Training Staff and Students**   * Participate in development of ward training plan for pre-registration students and permanent ward staff. * Contribute to pre-registration supervision and teaching by acting as Practice Assessor/Supervisor, using continuous assessment and providing progressive learning environment. * Alert SCN of any training needs/deficit identified for self and staff. * Ensure personal development is maintained by participating in specific study relevant to service needs. * Participate in induction and orientation programmes.   **Service Development and Delivery**   * Contribute to the operational planning and implementation of policy and service development within your team, leading on delegated projects. In particular supporting the development of high-quality therapeutic support for frail elderly patients.     **Professional Development**   * To maintain portfolio in line with requirement for Revalidation and Registration. * Willingness to engage in Clinical Supervision and Support to evidence personal development of RGN status. * Maintain knowledge and expertise in line with the Enhanced Dementia Practice Level in Promoting Excellence sharing this expertise with other staff and supporting them in their own professional development of Dementia Care. * Deliver extended nursing roles as required for service provision, e.g. male catheterisation, phlebotomy and syringe driver, ECG.   **Clinical Governance, Quality and Standards**   * Gather information as required by SCN/CN for response to Clinical Governance. * As delegated by SCN, act as Link Nurse for a specified clinical remit, e.g. Older Peoples Standards. * Encourage and participate in audit and research to support and improve care. * Facilitate the use of best practice and evidence based nursing care, monitoring and reviewing this care. * Alerting the Senior CN of any deficiencies and contributing to identified service developments. * Comply with all relevant National, NHS Tayside, local policies, procedures and guidelines. * Follows NHS Tayside Policy when handling and learning from complaints in conjunction with manager and relevant departments. * Ensure compliance with the Safe and Secure Handling of Medicines Policy and support remedial action with non-compliant staff as directed by SCN. * Administer controlled drugs assisted by a registered nurse.   **Management Skills**   * Act as Nurse in Charge to a designated group of patients and staff. * Contribute to regular nursing team meetings encouraging discussion of relevant clinical and other issues. * Co-ordinate the day to day activities of the nursing team in the absence of SCN. * Contribute towards the management of patient’s property and money, as per NHS Tayside Policy. * Delegate responsibilities appropriately within the ward team. | | |
| **Research and Practice Development**   * Contribute to research and/or audit projects relevant to clinical area, assist with disseminating findings at local level. * Broaden research and development skills through participation in local audit and research projects. * Assist with the dissemination and implementation of relevant research findings to optimise patient care and treatment delivery thereby reducing the theory practice gap. | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**  * Contribute to the establishment and maintenance of agreed communication networks within the ward environment. * Establish and maintain communications with patients, significant others, multi-disciplinary team, medical staff, external agencies and other health workers. * Ensure effective communication is maintained with SCN and Line Managers. * Provide and record formal, informal support and counsel to other team members. * Provide verbal and written reports. * Develops effective communication strategies for patients who have barriers to communication, e.g. cognitive impairment, stroke, learning disabilities, sensory deficits, language difficulties (foreign visitors). * Convey information of a sensitive and emotive nature when it is contradictory to patient and carer expectations and desires. * On a shift basis communicate highly sensitive information to patients and carers requiring empathy and reassurance skills. * Maintain the effective two-way flow of communication within the ward respecting patient and staff confidentiality. | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  * Registered General Nurse 1st Level * **Registered Nurse with valid UK NMC Registration** * Develop a working knowledge of national guidelines/legislation relating to care of older people. * Develop and practice extended roles/skills of the nurse. * Have an understanding of the principles of the Mental Health Care and Treatment Act 2003; the Adults with Incapacity Act 2000; and the Adult Support and Protection Act 2007 * IT skills, accessing and input of information e.g. ICE; DATIX; Trakcare, Turas | | |

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| 1. **SYSTEMS AND EQUIPMENT**  * Contribute to the maintenance of accurate patients records and ensure their team maintain records in accordance with NMC and local guidelines. * Examine any equipment required for the job prior to and during use, as per training and ensure that all junior staff utilise equipment in a safe manner. * Ensure all staff has awareness and are trained in the correct use of equipment and follow the reporting systems for faults. * On a regular basis instruct other members of staff on the safe use of equipment. * Maintain the safe custody of controlled and other drugs in the area in accordance with NHS Tayside Policy. * Contribute to the effective ordering and use of all stock within the ward area.   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 1. **PHYSICAL DEMANDS OF THE JOB**   **Physical Demands**   * Exerts frequent physical effort to manoeuvre equipment and adult patients (over 15kg) several times on each shift. No portering staff, therefore movement of equipment, i.e. furniture, beds/chairs, as limited space within ward areas. * Frequent prolonged physical activity on each shift responding to emergencies, bathing and personal care. * On each shift move people and equipment using mechanical aids on a frequent basis, including patients who are unpredictable, i.e. confused, agitated, aggressive.   **Mental and Emotional Effort**   * As Nurse in Charge, immediate response to emergency, e.g. cardiac arrest, aggression, fire alarm. * Frequent periods of concentration when working with patients on a one to one basis up to 30 minutes. * Recognition of deterioration of in-patients and action appropriately. * Communicating with distressed/anxious/worried patients/relatives. * Caring for the terminally ill/dying patient. * Caring for patients following receipt of bad news. * Dealing with body clock changes due to a variety of shifts. * Feelings of isolation and vulnerability due to working in difficult situations with minimal security presence.   **Working Effort**   * Frequent hand washing. * Exposure to bodily fluids several times on each shift. * Workload can be unpredictable which requires the post-holder to change tasks. |

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| 1. **DECISIONS AND JUDGEMENTS**  * Make decisions on each shift regarding patient care acknowledging the limits of the role and responsibilities. * Take control of an emergency situation ensuring the Senior Nurse for the hospital is alerted, if appropriate, e.g. acute staff shortage and fire. Depending on shift pattern, the post holder may be the most Senior Nurse on duty in the hospital and should contact the duty manager via NHS Tayside Switchboard. * Post holder to have the ability to delegate roles as per the needs of the service and within own personal skills and knowledge. * Practice autonomously as detailed within NMC Codes of Practice. * Accountable for decisions and actions taken. * Contribute to service developments and be delegated roles as per the needs of the service and own personal skills and knowledge. | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  * Decision making in the absence of medical cover. * Clinical responsibility in time delay or absence of medical cover and delay in ambulance attendance. * Work with the SCN/CN to ensure team members remain motivated and provide high quality care. * Prioritising demands. * Participate in the introduction and consolidation of changes to practice. * Risk assessment reporting and participation in implementation of action plans. * Adapting to change. | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |