



**Registered Nurse
(Macmillan)**

Twitter
Facebook
Web

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

Contents

Job Advert.....	3
Job Description	4
Person Specification	9
Introduction to Orkney and NHS Orkney	10
Recruitment Process.....	12



Job Advert



Registered Nurse Macmillan

The Balfour – Macmillan

Band 5 £31,733 - £39,168 including Distant Islands Allowance pro rata per annum.

Full time 37.5 hours per week x 2

Permanent

An opportunity has arisen for a Registered Nurse to work within the Macmillan Inpatient Department as part of a team.

This post offers a unique and exciting opportunity to gain knowledge and skills with a broad range of patients, but mainly oncology and palliative care patients. The successful candidate will work with a multi-professional team to ensure a high standard of support is given to the patients attending the Macmillan Inpatient Department.

The Macmillan Inpatient department supports patients with cancer and some long-term conditions. The department delivers Systemic Anti-Cancer Treatment and provides symptom control interventions to patients who often have complex care needs.

The successful candidate will work with a multi-professional team to ensure a high standard of care is given to defined patient groups in Macmillan.

You will also be required to have evidence of post registration nursing experience, excellent communication skills and the ability to work as part of a team is essential.

With our new Hospital & Healthcare Facilities with state-of-the-art technology this is an excellent time to join NHS Orkney.

For more information, please contact Ann Gregg – Macmillan Specialist Nurse, by phone on 01856 888189 or by email at Ann.Gregg@nhs.scot or Emma McGuigan – Senior Registered Nurse on 01856888249 or by email at emma.mcquigan2@nhs.scot

This post is subject to a PVG Scheme Record Check

The post holder will be required to work within the NMC Code of Conduct

Job Description

1. JOB DETAILS	
JOB TITLE	Registered Nurse
SERVICE	Nursing
DEPARTMENT	Macmillan
GRADE	Band 5
LOCATION	Balfour
REPORTING TO	Senior Registered Nurse

2. JOB PURPOSE

The post-holder is based in a 4 bedded cancer and palliative care unit, the unit also includes out-patient services that provide a cancer and palliative care service to the population of Orkney, the post holder will predominantly work with the outpatient service.

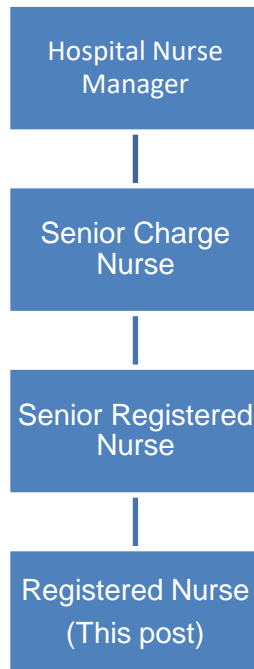
There is 24-hour access and care. The unit is geographically remote from the cancer centre and is supported by a Senior Charge Nurse, Specialist Cancer and Palliative Care nurses along with video conference links with Grampian services.

The post-holder 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 Band 7 & 6 Specialist Nurses, sharing responsibility for resource management, leadership and education when on duty.

They are required to:

- Participate in the delivery of evidence/research-based patient care as a qualified nurse in the multi-disciplinary team within Macmillan. Shows evidence of leadership skills and guidance to junior nursing staff.
- 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.
- Develop own clinical experience and be responsible for the teaching, supervision and assessment of student, junior and untrained members of nursing staff when taking charge of the shift.

3. ORGANISATION CHART



4. KEY RESULT AREAS

Participation in all outpatients clinics including setting up of and use of specialised equipment

Support and train junior staff, both qualified and unqualified as required

Assist and support senior nurses and other health professionals

Undertake venepuncture and dressings

Participate in the development of protocols, policies and audit.

Assist in collecting statistical data

Participate in ordering stores and drugs

Participate in staff meetings

Responsible for ensuring that all equipment is in working order and reporting any faults as required.

Practice within the framework as established by Nursing & Midwifery Council (NMC)

Uses Initiative at all times and demonstrate sound judgment

Ability to adapt within working situation to meet demands of services

Have the ability to adapt to change within the working situation to meet various scenarios

Ability to organise own workload

Ensure all equipment is used safely according to procedure

Maintain effective communication with staff, relatives and other members of the multidisciplinary team.

No direct budgetary responsibility however the need to be aware of resource consciousness

Practice within the Legal & Ethical framework as established by Nursing & Midwifery Council (NMC) and National Legislation to ensure patient interests and well-being are met.

Work within the NHS Orkney and Health & Safety at work Act 1974 Policies and Guidelines and Procedures.

It is a requirement of the post holder to maintain the confidentiality of information about patients. Staff and other health service business in accordance with the code of Confidentiality and data protection Act 1998.

Empower patients to take responsibility for their health; well being and future lifestyle by practising in an open transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in decisions about their care.

Responsible for maintaining patient records within agreed standards.

5. ASSIGNMENT AND REVIEW OF WORK

The post holder whilst directly reporting to the Specialist Charge Nurse will have a degree of autonomy to deliver their agreed personal objectives, managing own workload, with access to support and supervision when required.

The postholder will be expected to participate in assignment of work, day to day management and appraisal process.

As an employee of NHS Orkney the postholder is required to adhere to NHS Orkney:

- policies with regard to the data protection and confidentiality of information
- Health and Safety and Risk Management policies
- policy on Equal opportunities and Diversity

The postholder will undertake any training as necessary to carry out the duties of the post. A structured training programme will be in place.

Using initiative with minimum supervision to make decisions regarding workload priorities, enquiries, correspondence in the absence of the Specialist Charge Nurse.

6. SYSTEMS AND EQUIPMENT

SYSTEMS

- Telephone system.
- TrakCare
- Monitors
- Resus Equipment
- IT Skills
- TURAS
- NHS net.

Holding Fire Pager

SPECIALISED EQUIPMENT

- IV Pumps
- Syringe drivers
- Vital signs monitoring equipment
- Naso-gastic/PEG feeding pumps

7. DECISIONS AND JUDGEMENTS

- The post holder must always work within the NMC Code of Professional Conduct
- Uses own initiative and acts independently within the bounds of existing knowledge and skills.
- Ensures effective running of the unit in the absence of the ward senior charge nurse.
- Work within a wide range of nursing procedures and professional guidelines.
- Requires exercising competent decision making and problem-solving skills surrounding the care of acutely ill patients.
- Ability to work under pressure.
- Gives feedback on performance directly and sensitively in a timely manner whether the issue is positive or otherwise. Performance is monitored on an ongoing basis and is appraised annually.

8. SYSTEMS

Communicates effectively with a wide range of people including patients, relatives, colleagues, managers, multi-disciplinary team, and other agencies, over the telephone, in person and in writing.

Provides support, advice and empathy to patients and relatives.

Communicates effectively with multidisciplinary team other agencies and departments.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

Communicates effectively with a wide range of people including patients, relatives, colleagues, managers, multi-disciplinary team, and other agencies, over the telephone, in person and in writing.

Provides support, advice and empathy to patients and relatives.

Communicates effectively with multidisciplinary team other agencies and departments

9. PHYSICAL EFFORT

Standing/walking for majority of shift

Moving and handling of equipment and patients

Unpredictable workload

10. MENTAL EFFORT

Ability to multi-task

Concentration on relevant task

The ability to recognise a deteriorating patient and when to call for help

11. EMOTIONAL EFFORT

Nature of effort (On an ongoing basis):

Providing support to distressed patients, carers and relatives

Exposure to occasional aggression from distressed patients and relatives

Working with stressed individuals

Supporting patients after receipt of bad news

12. WORKING CONDITIONS

Working with restricted natural light

Working in isolated areas

Working in a restricted space

Exposure to body fluids, blood, faeces, emptying bedpans/urinals, changing catheter bags several times throughout each shift.

Potential risk of exposure to cytotoxics through accidental spillage.

Job Description Agreement

Job Holder's Signature

Date:

Head of Department Signature

Date:

Person Specification

Job Title: Registered Nurse

Department: Macmillan

Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience within the NHS	Experience in oncology, haematology and long term conditions.
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	NMC Registration Statutory training up to date. Evidence of post registration qualification or working towards further education/continuing professional development Chemotherapy trained	Evidence of recent relevant CPD Mentor
KNOWLEDGE AND SKILLS	Awareness of NMC code of conduct Awareness of importance of confidentiality Ability to work as part of a team Awareness of Infection Control legislation Ability to use own initiative Excellent communication skills – written and verbal Excellent observational skills IT literate Excellent time management skills	
DISPOSITION	Able to work day or night shifts as required over a seven day week Pleasant and calm nature Effective listening and interpersonal skills	

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 Pickaquoey 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>