

# JOB DESCRIPTION

|  |
| --- |
| 1. **JOB IDENTIFICATION**     **Job Title:** Staff Nurse band 5    **Department(s):** Mental Health  **Job Reference Number**: |
| 1. **JOB PURPOSE**      * The postholder is responsible for the assessment of care needs and the development, implementation and evaluation of patient centred care. * They will assist senior staff in maintaining and delivering a high standard of care. * They will be expected to supervise and teach junior staff. |
| 1. **ORGANISATIONAL POSITION**     General Manager  Operational Manager  Senior Charge Nurse/Team Manager  Charge Nurse/CMHN  Staff Nurse  (This Post) |

|  |
| --- |
| 1. **SCOPE AND RANGE**     The postholder…   * Reports to the Senior Charge Nurse/Team Manager * Assesses patients, plans and implements care in a mental health setting. * Supervises the work of other nursing staff, support workers and learners * Is a member of a multi-disciplinary team consisting of nursing colleagues, medical staff AHPs, Social Workers etc.   **OUR VALUES IN ACTION**  ●Care and Compassion ●Quality and Teamwork ●Dignity and Respect ●Openness, honesty and responsibility |
| 1. **MAIN DUTIES/RESPONSIBILITIES**    Clinical  * Use your clinical judgement in the provision of care to enable people to improve, maintain or recover health, to cope with health problems, and to achieve the best possible quality of life. * Design, implement, evaluate and document treatment plans for patients and families with complex health problems and co-morbid conditions, to improve and maintain mental health and well being. * Make holistic biopsychosocial health assessments of patients that are culturally sensitive. * Practice in a manner which reflects current best practice and research. Initiate and participate in audit and research. * Empower patients where able, to take responsibility for their health and well being, and to participate in decisions about their care and future. * Contribute to the creation of an environment which maximises choice, independence, well being and recovery.  Managerial  * In the absence of the Senior Charge Nurse and Charge Nurse, take charge of the ward on an as and when required basis and plan, prioritise and organise the work of your shift and staff team in a way that is consistent with the ward role and function **(inpatient areas only)**. * Exercise in full your responsibilities under the NHS Borders Risk Management Strategy. * Participate in the process of recruitment and selection of junior staff.  Professional  * Participate in clinical, managerial and other meetings. Deputise for Senior Charge Nurse and Charge Nurse/Team Manager as appropriate. * Approach your own supervision and appraisal in an open and constructive manner, and provide supervision and appraisal to junior members of staff. * Prepare and deliver formal and informal teaching sessions, and support others in providing education for patients, relatives and colleagues. * Provide mentorship, preceptorship and support to nursing and other students. |

|  |
| --- |
| 1. **SYSTEMS AND EQUIPMENT**   Comply with the proper operation and security of clinical, administrative and managerial systems at unit level. These include for example:-   * Maintenance of patients’ records * Accounting for patients’ money, valuables and property * Risk management * Staff supervision, appraisal and PDPs   Contributes to the development of systems at ward/team level in response to changing clinical and managerial demands; may contribute to the development of systems at organisational level.  Competent in the use of Microsoft software and ePex  Competent in the use of:   * Mechanical handling equipment * Basic medical equipment |
| 1. **DECISIONS AND JUDGEMENTS**     **The postholder should:**  Practice within current legal, ethical and professional frameworks. These include:   |  |  | | --- | --- | | * Mental Health (Care and Treatment) (Scotland) Act 2003 * Adults with Incapacity (Scotland) Act 2000 * Data Protection Act * NMC Code and associated guidance | * SIGN Guidelines |   Adhere to and contribute to the continuing development of NHS Borders procedures and policies.  Contribute to the development, implementation and evaluation of policies and procedures in your own area.  Where the application of any of the above appears to act to the detriment of patients, staff or the organisation raise these concerns in the appropriate forum.  **The postholder:**  Is supervised by the Senior Charge Nurse/Team Manager and Charge Nurse/CMHN.  Is accountable for own clinical practice.  Responds to changes and anticipated changes in patients’ behaviour, condition and circumstances.  Prioritise and negotiate staffing levels to meet the clinical needs of the ward/team to ensure patient safety. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**     Communicate in a manner that is open, professional, polite, positive and welcoming to all.  Communicate effectively with people who present profound and complex barriers to understanding.  Communicate effectively with individuals and departments within NHS Borders, and external agencies.  Utilise the systems available in the ward/team for the dissemination of information.  The postholder is expected to provide leadership and motivation to her/his shift on a regular basis **(inpatient areas only)** and to communicate effectively in circumstances that will, almost certainly, be fluid and dynamic and which will be unpredictably demanding emotionally and/or intellectually. For example:   |  |  | | --- | --- | | * Interpersonal difficulties * Difficult issues concerning patients and relatives * Handling complaints * Providing support and reassurance | * Complex clinical issues * Advocating * Teaching | |
| 1. **PHYSICAL DEMANDS OF THE JOB**     A proportion of the physical demands of the job will depend on the varying profile of patient need present in the ward/team, but will include:   * Kneeling, bending, crouching and other manoeuvres to assist patients with dressing, hygiene, elimination, nutrition, mobility etc. for several periods per day. * Repositioning of patients in bed, in chairs and so on. * Restraint of patients requiring a full range of effort for periods of unpredictable and varying frequency and duration. * Having the skills and knowledge when responding to verbal and physical aggression. Employ de-escalation and breakaway techniques, as appropriate. * Frequent use of mechanical handling equipment. * Use of computer workstations on a daily basis.   Other physical demands will include (inpatient areas only):   * Frequent carrying of equipment, stores etc. * Frequent manoeuvring of patients in wheelchairs, hoists, trolleys hoists etc.   **Necessary physical skill will include:**   |  |  | | --- | --- | | * Manual and mechanical handling skill * Control and restraint skills * Driving skills * Keyboard skills | * Dexterity and gentleness * Skills in the guidance of patients and therapeutic touch * Skills in the use of basic medical equipment | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**     Balancing and prioritising the conflicting, and sometimes apparently irreconcilable, demands on time and emotional energy that arise during course of a shift, while remaining focused on patients’ well-being and the interests and welfare of colleagues. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  |  |  |  | | --- | --- | --- | | CATEGORIES | **ESSENTIAL** | DESIRABLE | | QUALIFICATIONS | * Registered Nurse – | * Degree/Diploma | | EXPERIENCE | * No experience necessary |  | | KNOWLEDGE & SKILL | The postholder should possess…  * The ability to take charge of shifts on a frequent basis including planning, allocating and supervising the work of the nursing team **(inpatient areas only)**. * Demonstrable post registration knowledge and experience **(community posts only)** * The ability to deputise occasionally for senior nursing staff. * A degree of knowledge that reflects interest in this clinical field. * The ability to perceive and assess risk in respect of patients, colleagues and yourself, and to take appropriate action. * The ability to communicate, orally and in writing, with a wide range of different people about sometimes difficult and complex issues and in sometimes difficult situations. * The ability to reflect upon and make changes in one’s own practice * To assist junior staff to improve their practice * To support and contribute to service improvements * To support and contribute to the Patient Safety Programme * A commitment to maintaining and improving the quality of all aspects of your work and to broadening this commitment to include your team. This includes, for example……. * Clinical practice * Effective team working * Health and safety * Personal behaviour * Awareness/observance of policies, procedures and guidelines * Driving essential for community posts. |  | | GENERALINTELLIGENCE | * Good verbal and written skills. * Good problem solving abilities. * Ability to think critically. * Ability to think creatively. |  | | TRAINING | * Training will be given in Prevention & Management of Aggression & Violence; Basic Life Support, Moving and Handling; Fire Lecture/Procedure, etc. |  | | INTEREST |  | * Good Community involvement. | |

## TERMS AND CONDITIONS

### Grade and salary: Band 5

### Hours of work:

### Annual leave: 27 days pro rata per annum

### Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.

**Public Holidays:** 8 days pro rata per annum on dates designated by NHS Borders

Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

**Superannuation:** The post-holder is entitled to join the NHS superannuation pension scheme.

**If Unsuccessful:**

If you have **NOT** heard from us within **4 WEEKS** of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

**Equal Opportunities:**

In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

* age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
* Trade Union membership.

**Disclosure checks:**

We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

**Tobacco policy:**

We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

**Hepatitis B:**

We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

**If your work involves exposure-prone procedures**, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

**Health and Safety at Work:**

You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

## Closing date for completed application forms