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| Disability Confident employer - Preston City Council | Apply :: Carer Positive | What We Offer | Lead Public Body for Scotland&#39;s Historic Environment |  |



**Registered Nurses Band 5**

**Candidate Information Pack**

**Recruitment Open Day**

Monday 9th October 9.30am - 4.00pm

**Grand Central Hotel**

**Glasgow**

**Closing Date For Applications: 7th Oct 2023**

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|  | ***Recruitment Open Day – Acute Registered Nurses*****Monday 9th October 9.30am - 4.00pm*****VOCO Grand Central Hotel, 99 Gordon Street, Glasgow,*** ***United Kingdom*** |

***More information about the Open day is contained within Section 3 of the Candidate Information Pack*** |

***Section 1 - Welcome Information***

**Post Title: Registered Nurses (with current live NMC Registration)**

**Grade: Agenda for Change Band 5**

**Salary range: £30,229 - £37,664 per annum**

**Tenure: Permanent**

**Hours: Full time/Part Time**

**Location: NHS Greater Glasgow and Clyde**

Thank you for expressing an interest in a career as a Registered Nurse within NHS Greater Glasgow and Clyde. We hope the candidate information pack will help you decide whether you are the right person to meet the key challenges for these opportunities.

NHS Greater Glasgow and Clyde is one of the UK’s largest provider of acute hospital, primary, community and mental health care services. With a workforce of around 40,000 staff we deliver healthcare to a population of 1.15 million people plus providing specialist regional and national services to more than half of Scotland’s population.

The geographical area covered is diverse; encompassing 6 local authority areas within the West of Scotland. Our Acute Services are the largest in Scotland and we continually strive to deliver safe, effective and person-centred care.

A recent example of this important work is the opening of the major trauma centre at the Queen Elizabeth University Hospital and Royal Hospital for Children as part of the West of Scotland Major Trauma Network programme.

It is a very exciting time to be joining the largest NHS Board in Scotland as we implement our transformational healthcare strategy, ‘Moving Forward Together’, which is underway to ensure delivery of better health and healthcare outcomes for the population of Greater Glasgow and Clyde.

We have a number of exciting opportunities for Band 5 Acute Nurses for a variety of specialties across all our Acute Hospital sites.

You require to hold current registration with the Nursing and Midwifery council.

We are offering you the opportunity to meet face to face with some of NHS Greater Glasgow and Clyde’s nursing professionals. Why not come along and discuss with them your next career move.

We welcome you to apply now and register you application and look forward to meeting you on the day!

Only candidates who hold current live Registration with the Nursing and Midwifery Council need apply. If you are unable to attend our Open Day but would like the opportunity to apply for these exciting opportunities please click the APPLY button below and complete the NHS Scotland online application form. Closing date for returning applications: 7th October 2023.

 Find out more about NHS Greater Glasgow and Clyde www.nhsggc.org.uk

***The Recruitment Process***

The following is included in this candidate information pack to help you with your application:

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| **Section 1** | * Welcome Information
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| **Section 2** | * Job Description - Generic
* Terms and Conditions of Appointment – NHS Greater Glasgow and Clyde
 |
| **Section 3** | * More Information on Recruitment Open Day
 |
| **Section 4** | * How to Apply
 |

Information about NHS Greater Glasgow and Clyde is attached as a separate document below.

This additional information provided in the communication from NHS Greater Glasgow and Clyde addresses important considerations for applicants:

1. **Commitment to Equal Opportunity**: The organisation is committed to providing reasonable adjustments throughout the recruitment process and during employment for individuals with disabilities or long-term health problems. This commitment reflects their dedication to creating an inclusive and accessible workplace.
2. **Right to Work in the UK Check**: Regardless of nationality, all candidates, including those from the European Union (EU), will undergo a Right to Work in the UK check as part of the recruitment process. This check is a standard procedure to ensure that candidates have the legal right to work in the United Kingdom.
3. **EU Settlement Scheme**: For EU citizens and their families, it's important to note that starting from July 1, 2021, applicants will be required to provide proof of their EU Settlement status to demonstrate their Right to Work in the United Kingdom. The provided link directs individuals to the official government website for more information on the EU Settlement Scheme.
4. **Further Information**: Candidates are encouraged to seek additional information and details about the organisation and the application process by visiting the NHS Greater Glasgow and Clyde website.

This information underscores NHS Greater Glasgow and Clyde’s commitment to diversity, inclusion, and legal compliance in the recruitment process. If you are an applicant with a disability or if you are an EU citizen, it's important to be aware of the specific requirements and processes outlined in this communication.

Additionally, you can refer to the provided link for further information on the EU Settlement Scheme. https://www.gov.uk/settled-status-eu-citizens-families

**Find out more about NHS Greater Glasgow and Clyde** **www.nhsggc.org.uk**

Thank you for your interest in the posts.

***Recruitment Service***

***NHS Greater Glasgow and Clyde***

**Section 2**

**Generic Job Description**

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| **Job Description** |
| **Job Title:** | **Staff Nurse** |
| **Band/Salary:** | **Agenda for Change Band 5****£30,229 - £37,664 per annum (pro rata for part time** |
| **Reporting to:** | **Senior Charge Nurse** |
| **Department:** | **Various** |

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| **Job Purpose** |
| As part of the multidisciplinary team and without supervision, the post holder will have the 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 care to patients during the perioperative phase.In the absence of the Department Senior Charge Nurse or Charge Nurse provide cover to ensure effective operation of the department. |

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| **Organisational Chart** |
| Lead NurseSenior Charge NurseCharge Nurse**Nurse – this post**Healthcare Support Workers |

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| **Scope and Range** |
| * Participates in the setting, implementation and evaluation of nursing practice.
* May be required to supervise qualified and unqualified staff.
* Assist in the effective day to day management of other resources including supplies, pharmacy and equipment.
* Participate in ERAS/Level 1 nursing care.
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| **Main Tasks, Duties and Responsibilities** |
| * Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of acre for patients to ensure delivery of a high standard of care
* Maintain effective communication with patients, relatives/carers and other members of the MDT to ensure that appropriate information is shared and patient needs are met
* Work within the defined policies, procedures, standards and protocols of the Division/Department and report outcomes to senior nursing staff to enable monitoring of standards of care
* Supervise/mentor less experienced staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met
* Organise own workload to ensure that the interests of patients/clients are met
* Responsible for maintaining patients records within agreed standards
* Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources
* Develop the role by using evidence-based practice and continuously improve own knowledge following PREP guidelines, and through Personal Development Plans
* Adheres to the organisational infection control policies and procedures and acts as a role model in the maintenance of a safe environment
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| **Equipment and Machinery** |
| The post holder is expected to demonstrate and act on the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.The post holder is expected to have a working knowledge of all the equipment used in the area but may not have daily clinical involvement, for example;* Blood glucose analysis
* Oxygen administration equipment (including cylinders and humidification)
* Tracheal suctioning equipment
* Monitors / devices for recording vital signs
* Resuscitation equipment
* Moving and handling equipment (hoists etc)
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| **Systems** |
| The post holder is responsible for inputting information into electronic patient records where applicable and also into patient written records. Complying with the Data Protection Act, CNORIS, Cauldicott Guidelines and local policies regarding confidentiality and access to medical records.The post holder is expected to demonstrate the ability to maximise the use of Information Technology to benefit patient care and personal development, for example;**Patient Records:*** Maintenance of hard copy/written patient records
* Electronic Nursing Assessment Documentation & electronic care planning
* Trakcare – admission, discharge, transfer logs
* Clinical Portal – access to up to date letters and clinical results
* Discharge planning documentation
* OPERA –theatre management system

**Clinical assessment tools:*** Glasgow coma scale
* Waterlow risk assessment
* Pressure area care
* Electronic NAD
* NEWS charts
* Moving & Handling risk assessment
* Cannard falls risk assessment
* Bed rail assessments
* Datix incident reporting/risk assessment of Health & Safety issues
* Fluid and Drug prescription charts
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| **Decisions and Judgements** |
| Demonstrates sound judgement in assessment of patient care in order to establish any change in the patient’s condition, and contribute to the subsequent planning of care.Exercises the ability to challenge practice, which will compromise safety and/or quality of patient care.The post holder will be required to take charge of the Ward/Department in the absence of the Senior Charge Nurse/Deputy charge Nurse and be responsible for such duties necessary to maintain effective working of the Ward/Department. |

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| **Communications and Relationships** |
| The post holder is expected to communicate and liaise with the patients, their relatives/carers and the MDT involved in the provision of care.Communicates effectively verbally, in writing and electronically with all members of the MDT within own department and relevant departments, which serve the clinical area.This includes communication with external agencies and other relevant departments, for example:**Internal:*** *Lead Nurse/Senior Charge Nurse/Deputies* – for information regarding patient’s clinical condition/clinical problems/workload issues/patient dependency/ media enquiries.
* *Medical staff* - Consultant in charge of patient care and associated medical staff for clinical treatment plans
* *Less experienced nursing staff /students* – for advice regarding educational and training issues relevant to patient management and personal development
* *Other relevant departments* – for example, AHP’s, estates, supplies department, human resource, fir office, infection control, specialist nurses, flow coordinators, nurse practitioners, clinical coordinators

**External:*** *Communication with external departments is essential*; when planning the patient’s journey for example:

Social work department, primary care teams, bed managers, other hospitals, other wards/departments, specialist nurses, specialist agencies (child protection/adult protection), and ambulance control. |

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| **Physical, Mental, Emotional and Environmental Parts of the Job** |
| The clinical demands in the care of acute surgical patients include the following;**Physical Skills**The post holder must demonstrate manual dexterity in the provision of physical care for example;* General physical skills relevant to surgical patients
* Administration and management if IV therapy, syringe pumps and infusions
* Management of peripheral & venous cannula
* Insertion of urinary catheter/nasogastric tubes/IV cannulae

**Physical demands**The post holder will on an ongoing basis perform the following physical demands during each shift:* Perform moving and handling tasks relating to static load, positioning of conscious and unconscious patients and the assisted moving of compromised patients
* Responding to the mental wellbeing/mental capacity of the patient, frequently to manage confused, restless and agitated patients
* Due to the structure of the physical environment the post holder will be standing/walking for the majority of the shift

**Mental demands**The post holder will on an ongoing basis perform the following physical duties during each shift when prioritising patient care/workload in a bust environment;* Concentration required when calculating drug dosages and setting and changing infusion devices whilst subject to frequent interruptions from patients/carers and other team members
* Concentration required when observing patient behaviours, which may be unpredictable
* Concentration required when checking documentation/care records
* Concentration required when observing unstable ill patients whose condition are continually changing and unpredictable

**Emotional demands**The post holder will be exposed on an ongoing basis to the following emotional demands during each shift environment:* Communicating with and caring for distressed, anxious, worried patients/ relatives/carers
* Occasional caring for patients/relatives/carers during and immediately after receipt of bad news
* Exposure to verbal aggression
* Occasionally communicating with difficult personalities within the MDT in order to enable effective patient management

**Working conditions**The post holder will be exposed on an ongoing basis to the following working conditions:* Frequent exposure to patients with infective illnesses, which may require isolation nursing
* Frequent exposure to body fluids, faeces, emptying bedpans / urinals, changing catheter drainage bags, throughout each shift
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| **Most Challenging Parts of the Job** |
| * Acquisition of competency in a busy clinical environment and maintaining up to date clinical skills and knowledge.
* Perform mentally challenging tasks despite occasional interruptions by outside influences
* Achieving a balance between the demands of direct patient care within existing resources.
* Communicating and supporting distressed/anxious/worried patients and carers.
* Dealing with verbally and physically abusive patients and members of the public
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| **Knowledge, Training & Experience Required to do the Job** |
| * Registered nurse on the NMC register
* Acute nursing experience
* Ability to fulfil criteria outlined in the job description
* Effective listening and interpersonal skills.
* Time management skills.
* Evidence of continued professional development.
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**The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.**

**Employment Package**

**Registered Nurse – Band 5**

**Summary Terms and Conditions**

**The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement**

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| **Job reference number**  | 163999 |
| **Closing date**  | 23:59 Friday, 6th October 2023 |
| **Agenda for Change Band:**  | Band 5 |
| **Salary**  | £30,229 - £37,664 per annum (pro rata for part time) |
| **Hours**  | Full Time/Part Time  |
| **Base**  | NHS Greater Glasgow and Clyde  |
| **Contract type**  | Permanent |
| **Annual leave**  | The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.  |
| **Superannuation**  | All employees are automatically enrolled it the Scottish Public Pensions Agency.  |
| **Healthcare Support Workers**  | All NHS Scotland post holders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues.  |

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|  | Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team. |
| **Smokefree policy** | NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds. |
| **Equal Opportunities** | NHS Greater Glasgow and Clyde is as an equal opportunities employer. |
| *Other Terms and Conditions of Service*Terms and Conditions of Service which are not set down in the arrangements for Executive and Senior Managers Pay, are those contained within the Agenda for Change Terms and Conditions Handbook, and the Board’s Human Resources Policies. More information about Pay and Conditions for staff working in NHS Scotland can be found in the Additional Information pack attached to the recruitment advertisement for this post |

**Section 3 - More Information about the Recruitment Open Day**

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*You can access to the venue directly from Glasgow Central Station Concourse and admission is free*

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| **When** | **Monday 9th October 2023** |
| **Time** | **9.30am - 4.00pm** |
| **Where:** | **VOCO Grand Central Hotel, 99 Gordon Street, Glasgow, United Kingdom G1 3SF** |
| **About the Day:** | **Nursing Opportunities:*** You'll have the chance to explore Band 5 Nursing opportunities at various acute hospital sites, including: Glasgow Royal Infirmary, Queen Elizabeth University Hospital, Gartnavel Royal Hospital, Royal Alexandra Hospital, Inverclyde Royal Hospital, Vale of Leven District General Hospital, and Ambulatory Care Hospitals like New Victoria Hospital and Stobhill Hospital.
* Full-time & part-time, positions are available.

**Meet the Nursing Teams:*** Representatives from senior nursing teams will be present to provide insights into current nursing roles and discuss areas you're interested in joining.
* The Recruitment team will assist you throughout the recruitment process.

**On-the-Spot Interviews:*** There may be an opportunity for on-the-day interviews, with successful applicants receiving conditional job offers within 24 hours.

**Document Requirements:**Please ensure you bring the necessary documents to the open day for verification, including:* Two forms of photo ID and one proof of address OR one form of photo ID and two proofs of address.
* Evidence of Right to Work.
* Photographic ID (current passport, driving license, BRP, or EU Identity card).
* Proof of address (e.g., recent council tax bill/utility bill in your name, or original bank statement, current within 3 months).

**Registration:*** To have the opportunity for an interview on the day, complete your application online by clicking the 'Apply for Job' button. This will also enable the recruitment team to contact you with more information about the open day.
* Alternatively, you can attend the open day without prior registration between 9:30 am and 4:00 pm to learn more about nursing career opportunities.

**Eligibility:*** On the day, interviews will be conducted only for candidates with a current full UK Nursing and Midwifery Council (NMC) Registration as an Adult Nurse.

**Who Can Apply:*** UK NMC registered Nurses from the NHS, local authority/private care sector, and voluntary/third sector organisations are welcome to apply.
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| **Further Information:** | For more detailed information about NHS Greater Glasgow and Clyde and what to expect on the day, refer to the candidate information pack provided at the bottom of the advertisement.***Good luck to all potential applicants attending the open day, and thank you for your dedication to healthcare!*** |
| **Access** | We’re attached to **Glasgow Central Station.**Trains, Buses and Subway are close by.Car Parking – there is a number of car parks nearby the hotel.***Further information is available by accessing:*****https://www.travelinescotland.com/** |

**Section 4 – How to Apply**

Please note the Closing Date for returning applications: **23:59 Friday 6th October 2023**

Candidates will be unable to submit applications after the closing date.

To apply for the post of **Registered Nurse – Acute Services** please complete the following:-

* All applications are invited via the NHS Scotland Recruitment system (Jobtrain) and therefore will need to be completed and submitted online via Jobtrain. You will be able to access the Jobtrain system, and complete your application, via devices with an internet connection. The application will include a supporting statement describing how your skills, knowledge and experience meet the Person Specification.
* You can use the following link that will take you to the Recruitment advert on Jobtrain: www.apply.jobs.scot.nhs.uk look under Region > Greater Glasgow and Clyde then Job Family > Nursing & Midwifery Level and then job reference **163999** to access and complete the online application form.
* On clicking **“Apply for Job”** button you will be prompted to register for a new Jobtrain user account if you haven’t already done so before, and you just need to then follow the instructions.
* Your application is the key document that will determine whether you will be shortlisted. You must, therefore, be able to demonstrate within your application how you meet the essential requirements being tested at this stage. You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage.
* It is important you complete all sections of the online application form in full. This is to ensure the selection panel can easily find the information they require, and can review the responses from all candidates equally and transparently. Please include all of your employment history.
* For this reason, applications from candidates who have not completed the online application form will not be considered, (unless there are reasonable adjustments required) **CVs or linking to websites for information (such as LinkedIn) are not accepted.**

Please note you will be asked to complete a Supporting Statement which is in the form of 3 Assessment Questions.

* The interview panel will not make assumptions about your evidence so it is important that you take the time to ensure that you are comfortable with the information you are providing in your application.
* Be clear and succinct in your answers as there are word limits for each section
* Please include details of 2 Referees, one of which must be your current or most recent employer/line manager. Referees will not be approached without obtaining your prior consent.
* **All offers of employment will be subject to completion of pre-employment compliance checks.**
* Candidates are also requested to complete the Equal Opportunities Monitoring Section of the Application Form. This section of your application will not be made available to anyone responsible for shortlisting and interviewing for the post.

**All applications will be acknowledged and treated in the strictest of confidence.**

**Special Requirements for the Recruitment and Selection process**

To ensure prospective candidates are not disadvantaged in the recruitment and selection process we are fully supportive in making reasonable adjustments in order to support disabled job applicants or applicants with other health conditions. Reasonable adjustments for example may include allowing extra time during assessment exercises or ensuring information is provided in an alternative format such as audio, Braille or large font. If you require any special arrangements to be made in regards your participation in the recruitment selection process, please indicate this by contacting separately Susan Chisholm, as detailed above.

**Data Protection Legislation**

The information supplied by your application will only be processed by those authorised personnel involved in relevant stages of the recruitment process.

Applications submitted via the NHS Scotland Recruitment system Jobtrain will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes.

NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

**Thank you for your interest in the post and good luck with your application should you decide to apply.**