

**NHS GRAMPIAN**

**JOB DESCRIPTION**

**Job Title:** Staff Nurse

**Department:** High Dependency Unit

**Location:** Dr Gray's Hospital

**Hours:** 33.75 hours per week

**Grade:** Band 5

**Salary:** (£30,229 - £37,664 pro rata per annum)

**Contract:** Permanent

**Job Reference:** PS164398

## **JOB PURPOSE**

The Unit is a 6 – 8 bedded General High Dependency Unit providing specialist care for patients whose complex condition requires intensive, continuous monitoring and observation. The patient group is fully dependent upon nursing staff.

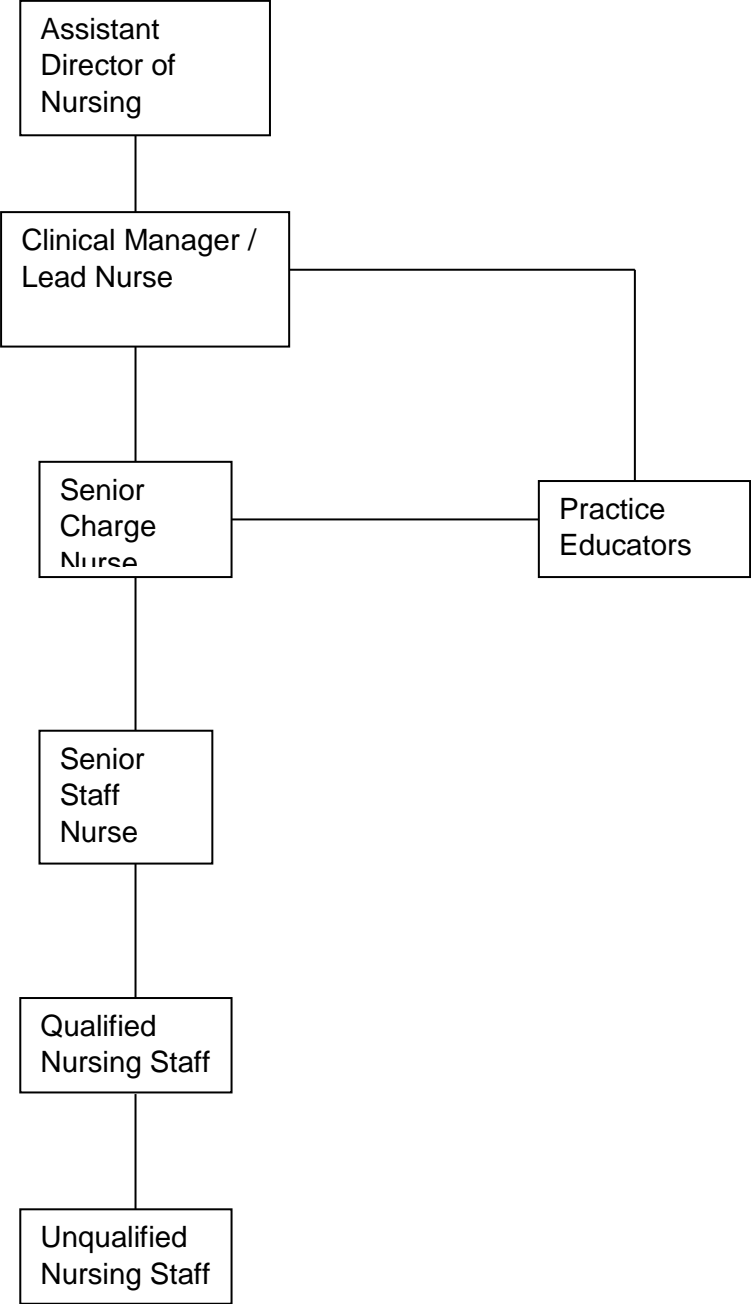
The postholder will develop and maintain a high quality standard of nursing care and be responsible for the management of nursing care and the patients environment in the absence of the Senior Nurse.

The postholder may at times be required to deputise for a more senior member of staff.

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

The postholder will act at all times according to the professional standards in the NMC code of professional conduct, as well as the local and national Health and Safety legislation.

**ORGANISATIONAL POSITION**



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## **SCOPE AND RANGE**

Ward 8 is a mixed specialty, 6-8 bedded High Dependency Unit requiring level 1,2 or 3 care.

The patient group is fully dependent on nursing staff for all activities of daily living. They require constant observation and monitoring with specialist equipment.

The postholder is accountable for all nursing decision making undertaken and for all clinical assessment and treatment under their management.

The postholder will take charge of the service area in the absence of the Senior Nurse leading existing nursing resources whilst occasionally undertaking bleep holding responsibilities.

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

The postholder may be required to offer support and guidance to junior medical Staff (JHO level)

with regard to relevant protocols, policies and procedures, which are carried out in the HDU.

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## **MAIN DUTIES / RESPONSIBILITIES**

### **CLINICAL**

- Leads and directs the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures.
- Demonstrates delivery of a high standard of nursing, which is evidence based relating to the HDU/CCU patients.

- Communicates effectively with patients, carers, relatives and the multidisciplinary team.
- Ensures patient is involved in decision-making regarding their care where possible.
- Demonstrate the ability to perform and teach specific clinical skills required within the HDU setting, e.g. taking of 12 lead ECG's, arterial blood sampling and testing.
- Demonstrate up to date knowledge of relevant conditions and procedures.
- Actively participates as an effective and competent member of the multidisciplinary team.
- Demonstrates adherence to NHS Grampian/local policies and procedures.
- Ensure safe storage and administration of medicines and treatments according to local and National policy.
- To work in partnership with the Practice Educator in the delivery of education.
- To ensure clinical documentation is completed accurately, appropriately and in a timely manner  
by members of the clinical team, adhering to NMC/NHS Grampian local policies at all times.

### **ORGANISATIONAL**

- Actively participate as effective team leader and member of extended team.
- Practises and promotes confidentiality at all times
- Demonstrates ability to effectively listen to other points of view.
- Demonstrates ability to lead a team when required and communicates with all colleagues in a professional manner.
- Demonstrates an understanding of and adherence to local and National Health and Safety policies and procedures.
- Effectively analyses, prioritises and organises own workload.
- Demonstrates ability to address issues arising in a professional and discreet manner whilst knowing their limitations.

### **MANAGERIAL**

- Demonstrates good leadership by managing a HDU workload, ensuring their time is appropriately utilised.
- Provides support to others within the team.
- Will delegate staff effectively in order to achieve optimal use of time and resources.
- Demonstrates knowledge of available resources, how they should be most effectively used economy in the use of supplies and an knowledge of stock control systems.
- Actively participates in the care and maintenance of ward stock/equipment.
- Demonstrates ability to monitor all service resources in the absence of senior staff, including  
staffing levels, staff absence recording and off-duty.

## **PROFESSIONAL DEVELOPMENT**

- Participates in the appraisal of staff using e-ksf, is involved in recruitment and selection procedures.
- Participates in the orientation of new staff.
- Acts as a positive role model for junior staff.
- Demonstrates commitment to developing clinical skills and expertise, in accordance with knowledge, skills and training to fulfil the role.
- Participates in research and audit, e.g. critical incident reporting and National Audit via Ward Watcher programme.
- Maintains responsibility for own personal development using PDP, e-ksf and e portfolio system
- Actively participates in teaching students.
- Demonstrates willingness to develop management skills.

## **SERVICE DELIVERY**

- Actively contributes to the provision of continuity of care for all patients in the HDU setting.
- Assists the Senior Nurses in contributing toward the future development of the Service.
- Demonstrates positive attitude to suggested changes in practice through the introduction of evidence based care.

## **SYSTEMS AND EQUIPMENT**

Documents all aspects of nursing care in patient's records ensuring that these records are kept up to date. The post holder is required to directly use and/or maintain resuscitation equipment, manual handling aids, volumetric equipment, patient monitoring equipment and all clinical equipment as required within the service.

Equipment

- Invasive monitoring, pressure bags

- Cardiac Monitor
- Arterial lines
- Central lines
- Chest drains
- Arterial Blood Gas machine
- CPAP, BIPAP, HIGH FLOW NASAL THERAPY, ECG MONITORING
- Defibrillator
- Telemetry
- PCA
- Defib
- ABG machine

#### Other Systems

- Ward Watcher
- Ward view
- TrakCare
- Healthroster/EOL
- SSTS
- Datix
- Eees
- Illuminate
- **Potholder must demonstrate computer literacy.**

### **DECISIONS AND JUDGEMENTS**

The postholder will often be nurse coordinating when on duty, however can be under the supervision of Senior Nurse. Whilst in charge, the postholder must be able to delegate duties appropriately to junior nursing staff within the team and co-ordinate the teams workload as well as their own.

The postholder will be required to use their own initiative and be able to make sound decisions however they must recognise their own limitations and actively seek out guidance and supervision

when required.

They will be required to use own judgement whilst observing patients condition and should report any changes in prescriptive care to relevant disciplines.

Typical judgements and decisions made in the course of the job are:

- Assessing patients and developing a plan of care.
- Assessing patients for potential risk factors.
- What nursing treatment and monitoring is required for the patients.
- When medical intervention is required for a change in a patient's condition.
- When relatives need to be contacted about a patient's condition.

## **COMMUNICATIONS AND RELATIONSHIPS**

Main purpose of communication would be regarding patient's condition and/or issues relating to patient care. Would be required to communicate with Clinical Nurse Manager regarding certain nursing team issues.

### **INTERNAL**

Postholder is required to communicate verbally and in writing with:

Patients

Relatives

All staff within designated area

Lead Clinicians and medical teams both in HDU and other specialities  
UNM/ NM

Multi-disciplinary Teams

Colleagues and peers within and outwith the clinical group

Laundry

Stores

Pharmacy

Nurse Specialists

OT

Physio

Pain team

## Operational support team

### **EXTERNAL**

Postholder required to communicate verbally and in writing with relatives/carers/visitors, Nursing colleagues in Other HDU's, Colleagues in Management Support Services e.g. HR, other hospitals in NHS Grampian, other NHS boards, external organisations and bodies, e.g. Higher Education Facilities.

At times, the postholder may have to play a lead 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

deescalate as many situations as possible but to then ensure the safety of her/himself, any other patients and staff by managing the situation appropriately. This can be very demanding emotionally and physically.

### **PHYSICAL DEMANDS OF THE JOB**

A high proportion of the job requires moderate physical exertion and the postholder would require manual handling skills. The postholder would be required to assist moving immobile patients moving from one area to another. For example, repeated manoeuvring and repositioning of patients so that

care can be carried out. Mechanical aids are available for this.

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 in the use of all clinical and other equipment used particularly regarding the administration and delivery of medicines and treatments, e.g. administering intravenous injections.

Bending and stretching is involved in, dressings, working with central lines and delivery of personal care.

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

Measuring and disposal of body fluids and dealing with any spillage of them, also ensuring safe handling of hazardous substances as per COSHH regulations.

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, day/night rotation, public holidays and weekends.

The postholder may have to work unsupervised.

There are situations 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.

### **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

The postholder will be required to prioritise own workload, adapting flexibly to competing demands from various people and limited resources.

The postholder will communicate effectively and professionally at all times.

The postholder should have the ability to adapt to the variety of situations that they will be presented with as patients condition can change rapidly. They should also have to accept that certain outcomes

of patient care will be unfortunate and, at times, difficult. The postholder will be required to identify patients who have the potential to become critically ill resulting in a life threatening situation, and

adapt and direct their nursing care accordingly.

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

Finally, the postholder is required to work within a multidisciplinary team that consists of a variety of professionals who have their own priorities.

## **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The postholder is required to be a currently registered Nurse, within the Nursing and Midwifery Council. Varied previous experience as a staff nurse is essential. During/prior to employment, the postholder will be required to demonstrate the following:

- Evidence of teamworking and sound decision making skills.
- Sound knowledge base with regards to speciality.
- Awareness of mentorship within clinical practice.
- Ability to participate in the delivery of presentation and teaching sessions.
- Knowledge of NHS policies and procedures relevant to the area.
- Well developed written and verbal communication skills.
- Commitment to lifelong learning and personal development plan.
- Venepuncture and Cannulation.
- Moving and Handling
- Violence & Aggression training to level 2
- Up to date e learning maintained

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, pain relief, research and audit or have an accredited skill such as risk assessor or moving and handling trainer.

# 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. Shortlisted candidates **MUST** possess all the essential components as detailed below.

**Job Title:- Staff Nurse Band 5**

**Department:- Coronary Care / High Dependency, Ward 8, Dr Gray's Hospital**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Experience:</b> <ul style="list-style-type: none"> <li>○ Qualifications/Training</li> </ul>	Registered General Nurse with 6 months post registration experience in an acute environment – ideally within a CCU/HDU environment or be able to demonstrate a commitment to caring for critically ill patients.	*Undertaken a Post Registration Course/s  *Ability to demonstrate a commitment to lifelong learning  *Diploma - Degree
<b>2. KNOWLEDGE:</b> e.g. procedures, techniques, legislation, new technology	*Demonstrate a knowledge of anatomy and physiology and related clinical procedures  *Clinical Governance  *Evidence based practice	*Some knowledge in transcutaneous and transvenous pacing  * Some knowledge in Non Invasive Ventilation  * Some knowledge in epidural infusions
<b>3. WORK EXPERIENCE:</b> e.g. level, knowledge acquired as a result of training/education responsibilities	*Previous post registration experience in an acute environment – ideally within a HDU/CCU environment or be able to demonstrate a commitment to caring for critically ill patients  *To undertake an ALS providers course	*Willingness to undertake extended roles in:  -Venepuncture, Cannulation, IV Antibiotics, PCA, Defibrillation, Male Catheterisation  *ALS Providers Course  *ILS Course

		*ATLS (observer)
4. <b>SKILLS:</b> e.g. secretarial, manual, mechanical, computer, supervisory, management, specialised	<ul style="list-style-type: none"> <li>*Demonstrate effective communication skills</li> <li>*Computer literate</li> <li>*Ability to work 12 hour shifts</li> <li>* Commitment to working day shifts and night duty on a rotating basis – every 4 weeks</li> </ul>	*Awareness of Trust policies & procedures.
5. <b>DISPOSITION:</b> e.g. decisiveness, stress tolerance, initiative, judgement, persistence, dependability	<ul style="list-style-type: none"> <li>*Demonstrate effective skills and knowledge during a clinical emergency</li> <li>*Demonstrate commitment to caring for critical care patients</li> </ul>	<ul style="list-style-type: none"> <li>*Demonstrate an interest in developing management skills.</li> <li>*Demonstrate how to enhance support mechanisms to staff working within a critical care environment.</li> </ul>
6. <b>INTERESTS:</b> e.g. intellectual, physical, social, artistic	<ul style="list-style-type: none"> <li>*Outgoing</li> <li>*Friendly</li> <li>*Reliable</li> <li>*Ability to work well within a team</li> </ul>	*Knowledge of health promotion
7. <b>OTHER:</b> e.g. health, appearance, manner, car driver, special demands of post e.g. to work unsociable hours, on-call/areas covered	<ul style="list-style-type: none"> <li>*Smart</li> <li>*Flexible</li> <li>*Ability to do inter-hospital transfers by road or by air.</li> <li>*High commitment to managing critical care patients</li> </ul>	<ul style="list-style-type: none"> <li>*Ability to work at short notice</li> <li>*Commitment to work 12 hour shifts</li> <li>*Commitment to work on a rotational basis with 1 month days and 1 month nights.</li> </ul>