

**NHS GRAMPIAN**  
**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

**Job Title:** IBD/GI Infusion Staff Nurse

**Department:** Gastroenterology

**Location:** Aberdeen Royal Infirmary

**Hours:** 21.5 hours per week

**Contract:** Permanent

**Band:** Band 5

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

## 2. JOB PURPOSE

To work in partnership with the IBD nursing team and wider multi-disciplinary team to deliver a high standard of nursing care and treatment to all patients. Care must be research based and in accordance with the NMC Code of Professional Conduct and local policies and procedures.

To administer treatments and undertake duties as required / requested by senior IBD nurses or medical colleagues in a manner which promotes patient safety and dignity.

To take shared responsibility in organising workload.

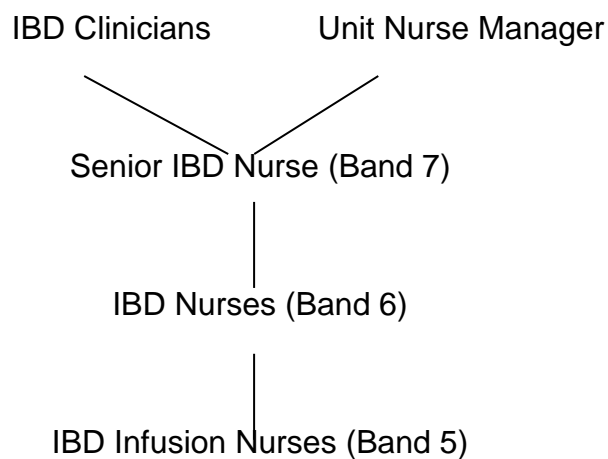
To provide education and support to patients with a diagnosis of Inflammatory Bowel Disease, their relatives and other health care practitioners.

To assist in updating and maintaining disease specific databases e.g. IBD and maintain accurate records.

To liaise / communicate with external health care providers as necessary.

To participate in any audit relating to the service.

## 3. Organisational Position



#### **4. Scope and Range**

The post holder will be responsible for the delivery of various treatments relating to Inflammatory Bowel Disease as well as other procedures associated with general gastroenterology (e.g. venepuncture, iron infusions)

The post holder will be responsible for maintaining accurate patient records and informing/updating Primary Care Health Practitioners of patient's current treatments and ongoing care.

The post holder will be expected to organise and prioritise own workload.

The post holder will be involved in the teaching and supervision of unqualified staff or students attending sessions.

#### **5. Main Duties / Responsibilities**

##### CLINICAL

Work within the NMC Code of Professional Conduct.

Adhere to NHSG policies and procedures.

Act as patients advocate at all times.

Communicate effectively with patients, carers and the wider multidisciplinary team.

Organise workload in a way that will maximise capacity ensuring that patients are booked for treatments and notified appropriately.

Ensure 'work-up' investigations have been completed and that reports are available and checked prior to treatment commencing.

To undertake safe and effective venepuncture and cannulation as required for each patient

Prepare and administer treatments as prescribed, ensuring accuracy and patient safety. Continuing to observe and monitor patients throughout their whole treatment.

Ensure patients have appropriate follow up appointments in the out-patient clinic.

Actively participate in health promotion.

##### ORGANISATIONAL

Participate as an effective team member within the IBD and extended team.

Practice and promote confidentiality at all times.

Ensures written communications are accurate, appropriate and legible.

Ability to address issues as they arise or seek appropriate assistance.

Involved in organising workload for infusion area and effecting any changes accurately and promptly.

Ordering of medication and stores and ensuring their appropriate storage.

## PROFESSIONAL DEVELOPMENT

Maintains responsibility and demonstrates a commitment for own personal development.

Actively participates in teaching/mentoring of students and junior staff.

Demonstrates a willingness to learn and attend relevant study sessions / seminars / workshops.

Acts as a positive role model for colleagues.

## **6. Systems and Equipment**

The post holder is required to have basic IT skills to be able to access and utilise the appropriate in house systems. (E-mail, ECCI, TRAK etc)

A sound knowledge of all equipment likely to be used in the infusion/day case area.

A good knowledge of resuscitation equipment and systems in place for emergency situations.

## **7. Decisions and Judgements**

The post holder will occasionally be required to work on their own and will need to use their own initiative when it comes to decision making however they should also recognise the limits of their own abilities and actively seek guidance in more complex situations.

## **8. Communications and relationships**

The post holder must be able to communicate to a very high standard with patients. Patients with IBD and other GI conditions often have very complex needs and often have difficult situations to deal with and the post holder must be able to respond appropriately to these.

The post holder will at times require to communicate directly, either verbally or in writing, with other health care providers in Primary Care or other hospitals and should feel comfortable in doing so.

On occasions the post holder may have to play a lead role in dealing with patients who are upset, anxious or in need of support.

## **9. Physical Demands of the Job**

The post holder will, on occasions, have to work alone / unsupervised but will always have on site support available to them.

The Infusion Area is very busy and can be physically challenging with the post holder spending prolonged periods of time on their feet.

A high level of concentration is required, particularly when reconstituting and administering medications.

Exposure to body fluids.

There may be requirement to initiate appropriate emergency care.

A degree of flexibility in working hours / days will be required particularly around holiday periods but in most cases where a change to normal working hours is required a sufficient period of notice will be given.

Accuracy in the use of clinical and other equipment is required.

## **10. Most challenging/difficult parts of the job**

Adapting to a variety of situations that may arise particularly around infusion related reactions.

Supporting patients with life-long and often complex physical and psychological problems.

Working within a multi-disciplinary team consisting of a variety of professionals who often have their own priorities.

## **11. Knowledge, Training and experience required to do the job**

Current Nursing and Midwifery Council Registration.

Work and practice at all times in accordance with the NMC Code of Professional Conduct and NHSG Policies and Procedures.

Evidence of excellent written and verbal communication skills.

An understanding of Inflammatory Bowel Disease and its impact on the lives of those with a diagnosis is required to enable the post holder to adequately support patients.

Previous Band 5 experience is essential.

A willingness to undertake further training (e.g. venepuncture, cannulation etc)



	Team worker	
<b>Physical Requirements</b>	Able to attend work in accordance with organisational policy relating to absence.	
<b>Level of Disclosure check required</b>	PVG (Adult)	