**Job Description**

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| 1. **JOB IDENTIFICATION**
 | Job Title | **Staff Nurse Band 5** |
| Department(s)/Location | **Ward 2** **Crieff Community Hospital** |
| Number of Job Holders | **1** |
| CAJE | **SCO6 2256** |
| 1. **JOB PURPOSE**

To ensure client group receives quality individualised nursing care based on best practice guidelines, while also maintaining dignity and optimum independence for each individual.  |
| 1. **ORGANISATIONAL POSITION**

Head of Health │Locality Manager│ Clinical and Professional Team Manager│ Senior Charge Nurse (SCN) Band 7 │Charge Nurse (CN) Band 6│**Registered Nurse/Staff Nurse Band 5****│**Healthcare Support Worker (HCSW) Band 3  |

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| 1. **SCOPE AND RANGE**

Ward 2, Crieff Community Hospital, is an integral part of P&K Health and Social Care Integration Partnership. It is one of four community hospitals which provide in-patient facilities for patients under the care of a Medicine for Elderly Consultant (Mon-Fri 08:00-1700) and the Out-Of-Hours service at other times.Crieff and surrounding locality is a very popular tourist area and this is reflected in the large influx of visitors to the area, including a vast number of itinerant workers of varying backgrounds and nationalities, who are employed in hotels and accommodation facilities.The ward has 18 beds and cares for elderly medical patients, rehabilitation, palliative care and end of life care.* The service provided includes admission, treatment and discharge of patients within the General Practitioner Unit, encompassing staff working in a rural area in Out Of Hours times with added vulnerability when no medical staff based within close area.
* The Registered Nurses rely on the ‘out-of-hours’ service to support advice and medication prescription (HEPMA).
* Works as a member of the nursing team and liaises with other professionals/agencies when necessary to optimise patient care.
* Takes charge of nursing team in the absence of the Senior Charge Nurse/ Charge Nurse.
* Is the key worker to a designated patient group with responsibility for co-ordinating care and ensuring effective communication with the multi-professional team and significant others, including external agencies.
* May be expected to work in other Hospital wards within NHS Tayside as service requires.
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

Clinical* Conduct a comprehensive nursing assessment of the care needs of patients using appropriate assessment tools.
* Devise care plans to meet individual patient needs incorporating review dates and wherever possible involving patient and significant others.
* Deliver planned care ensuring all staff adhere to identified patient needs.
* Provide advice and guidance on health promotion, health management and prevention strategies to patients, carers and significant others.
* Review and evaluate effectiveness of care delivered and where necessary initiate and record change.
* Apply a level of understanding of the effects of disability and ageing to ensure that care goals are met.
* Contribute to change for the benefit of patient care and contributes to the development of the extended role of the nurse.
* Acquire and practice advanced clinical skills as identified for service provision with approval of Line Manager, e.g. venepuncture, Basic CPR, cannulation, Verification of Expected Death and ECG.
* Deliver end-of-life care e.g. palliative care, symptom control
* Administers and understands complex drug regimes and common side effects and follows UK NMC Drug Administration Guidelines.
* Assess patient’s nutritional requirements.

Documentation* Ensure that up to date written records are maintained in accordance with UK NMC, NHS Tayside and local standards supervising ward-based staff and students record keeping as appropriate.
* Ensure that up to date electronic records are maintained in accordance with UK NMC, NHS Tayside and local standards e.g. DATIX reporting, Trackcare, EKORA, Clinical Portal, eOBS and HEPMA.
* Ensure documentation reflects accurate record of patient information whilst maintaining confidentiality and dignity.
* Complies with relevant national legislation e.g. Freedom of Information Act, Data Protection Act.

Professional Ethics* Complies and reports any non-compliance with the UK NMC Code of Professional conduct and local and national policies and procedures.
* Respects the individuality, values, cultural and religious diversity of patients and staff, and contribute to the provision of a service sensitive to these needs.

**Leadership, Supervision and Appraisal*** Contribute to the identification of training needs, addressing scope of practice issues and competencies.
* Ensure attendance at compulsory updates for self and colleagues.
* Participate in appraisal of designated staff and ensuring development of appropriate Personal Development Plans through TURAS.
* Provide effective guidance and supervision for all staff, as applicable.
* Review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.

Training Staff and Students* Participate in development of ward training plan for pre-registration students and permanent ward staff.
* Contribute to pre-registration supervision and teaching by acting as an assessor (or supervisor), using continuous assessment and providing progressive learning environment.
* Alert Senior CN of any training needs/deficit identified for self and staff.
* Ensure personal development is maintained by participating in specific study relevant to service needs.
* Participate in induction and orientation programmes.

**Service Development and Delivery*** Contribute to the operational planning and implementation of policy and service development within your team leading on delegated projects.

Professional Development* To maintain portfolio in line with requirements for Registration and Revalidation.
* Act as Deputy for SCN/CN.
* Deliver extended nursing roles as required for service provision, e.g. catheterisation, cannulation, venepuncture and syringe driver.
* Gather information as required by Clinical Governance colleagues.
* Act as Link Nurse for a specified clinical remit e.g. nutrition, continence and speech and language.
* Encourage and participate in audit and research to support and improve care.
* Facilitate the use of best practice and evidence based nursing care, monitoring and reviewing this care.
* Alerting the SCN to any deficiencies and contributing to identified service developments.
* Complies with and ensures staff compliance with all relevant NHS Tayside and local policies and procedures including those relating to Health and Safety, Risk Management, Confidentiality of Information, Infection Control, Safe and Secure Handling of Medicines, Moving and Handling, Lone Worker Policy and Fire Orders and all mandatory training e.g. Fire Lectures, Moving and Handling Update, CPR (annually).
* Follows NHS Tayside Policy when handling and learning from complaints in conjunction with manager and relevant departments.
* Ensure staff compliance with the Safe and Secure Handling of Medicines Policy.
* Administer controlled drugs assisted a registered nurse.

Management Skills* Act as named nurse/team leader to a designated group of patients and staff.
* Contribute to regular multi-disciplinary team meetings encouraging discussion of relevant clinical and other issues.
* Co-ordinate the day to day activities of staff in the absence of the Senior CN/Charge Nurse.
* Contribute towards the management of patient’s property and money as per NHS Tayside Policy.
* Delegate responsibilities appropriately within the ward team.
* Be involved in staff appraisals and personal development plans for colleagues.

**Clinical Governance, Quality and Standards*** Gather information as required by Clinical Governance colleagues.
* Act as Link Nurse for a specified clinical remit e.g. nutrition, continence and speech and language.
* Encourage and participate in audit and research to support and improve care.
* Facilitate the use of best practice and evidence based nursing care, monitoring and reviewing this care.
* Alerting the SCN to any deficiencies and contributing to identified service developments.
* Complies with and ensures staff compliance with all relevant NHS Tayside and local policies and procedures including those relating to Health and Safety, Risk Management, Confidentiality of Information, Infection Control, Safe and Secure Handling of Medicines, Moving and Handling, Lone Worker Policy and Fire Orders and all mandatory training e.g. Fire Lectures, Moving and Handling Update, CPR (annually).
* Follows NHS Tayside Policy when handling and learning from complaints in conjunction with manager and relevant departments.
* Ensure staff compliance with the Safe and Secure Handling of Medicines Policy.
* Administer controlled drugs assisted a registered nurse.

Research and Practice Development* Contribute to research and/or audit projects relevant to clinical area, assisting with disseminating findings at local level.
* Broaden research and development skills through participation in local audit and research projects.
* Assist with the dissemination and implementation of relevant research findings to optimise patient care and treatment delivery thereby reducing the theory practice gap.
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Contribute to the maintenance of agreed communication networks within the ward environment.
* Establish and maintain communications with patients, significant others, multi-disciplinary team, external agencies and other health workers.
* Ensure effective communication is maintained with SCN/Charge Nurse and Line Managers.
* Provide and record formal, informal support and counsel to other team members.
* Provide verbal and written reports.
* Develops effective communication strategies for patients who have barriers to communication e.g. stroke patients, learning disabilities, sensory impaired.
* Convey information of a sensitive and emotive nature when it is contradictory to patient and carer expectations and desires.
* On each shift communicate sensitive information to patients and carers requiring empathy and reassurance skills.
* Maintain the effective two-way flow of communication within the ward respecting patient and staff confidentiality.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Registered Nurse Adult (RNA) 1st Level or sub-part RN2.
* Evidence of post registration continuing professional development.
* A working knowledge of national guidelines/legislation.
* Possess and practice extended role skills, e.g. phlebotomy and ECG.
* Exercise good personal time management.
* Possess basic computing skills.
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| 1. **SYSTEMS AND EQUIPMENT**
* Contribute to the maintenance of accurate patients records and ensure their team maintain records in accordance with UK NMC and local guidelines.
* Examine any equipment required for the job prior to and during use, as per training and ensure that all junior staff do the same.
* Ensure staff are trained/aware of the correct use of equipment and follow the reporting systems for faults.
* On a regular basis instruct other members of staff on the safe use of equipment.
* Maintain the safe custody of controlled and other drugs in the area in accordance with NHS Tayside Policy.
* Contribute to the effective ordering and use of all stock within the ward area including pharmacy.
* Responsible for contacting the appropriate service on systems failure, e.g. power cut, oxygen system failure and mechanical aids (e.g. hoists and wheelchairs).
* Responsible for fire and security checks of the ward and all other hospital areas 11pm-8am.

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 1. **PHYSICAL DEMANDS OF THE JOB**

**Physical Demand*** Exerts frequent physical effort to manoeuvre equipment and adult patients (over 15kg) several times on each shift.
* Frequent prolonged physical activity on each shift responding to emergencies, bathing and personal care.
* Standing/walking for most of shift.

**Mental and Emotional Effort*** Occasional exposure to physical and verbal aggression.
* Frequent periods of concentration when working with patients on a one to one basis up to 30 minutes.
* Frequent periods of concentration when working with IT systems.
* Communicating with distressed/anxious/worried patients/relatives.
* Caring for the terminally ill/dying patient.
* Caring for patients following receipt of bad news.
* Dealing with body clock changes due to a variety of shifts.
* Feelings of isolation and vulnerability due to working in difficult situations with minimal security presence e.g. night duty.

**Working Effort*** Frequent hand washing.
* Exposure to bodily fluids several times on each shift.
* Workload unpredictability requires post-holder to change tasks.
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| 1. **DECISIONS AND JUDGEMENTS**
* Make decisions on each shift regarding patient care acknowledging the limits of the role and responsibilities.
* Take control of an emergency situation ensuring the Senior Nurse for the hospital is alerted, if appropriate, e.g. acute staff shortage and fire. Depending on shift pattern, the post holder may be the most Senior Nurse on duty in the hospital.
* Practice autonomously as detailed within UK NMC Codes of Practice.
* Accountable for decisions and actions taken.
* Contribute to service developments and be delegated roles as per the needs of the service and own personal skills and knowledge.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Clinical responsibility in time delay or absence of GP and delay in ambulance attendance.
* Ensuring their team members remain motivated and provide high quality care.
* Prioritising demands.
* Participate in the introduction and consolidation of changes to practice.
* Risk Assessment reporting and participation in implementation of action plans.
* Managing the diverse mix of patients within the ward, e.g., those for rehabilitation, palliative care patients and step-down patients.
* Adapting to change.
* Geographical layout of the ward, e.g. design of the ward makes staffing the area difficult due to the ward being spread over a large area, consisting of smaller wards.
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| 1. **JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each postholder to whom the job description applies. |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |