

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Staff Nurse

Reports to: Charge Nurse

Department, Ward or Section Rothesay Victoria Hospital Ward and A&E

CHP, Directorate or Corporate Department: A&BHSCP

Job Reference: ARGLLORNNURSHOSP08

No of Job Holders: n/a

Last Update (insert date): October 2021

2. JOB PURPOSE

- As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and / or implementation and evaluation of these programmes ensuring the delivery of high-quality care to patients.
- Taking guidance and advice from Charge Nurse/Senior Nursing Staff on a day to day basis ensuring best practice on the ward.
- In the absence of the Charge Nurse/Senior Staff nurse will take charge of the ward ensuring safe, effective running of the ward and deputise at meetings as requested.

3. DIMENSIONS

Patient care provision includes the following (the exact mix will vary according to current requirements)

Acute medical – patients who require medical and/or nursing care which cannot be provided in their own homes, either because of the nature of the care required or because of the patient's social circumstances.

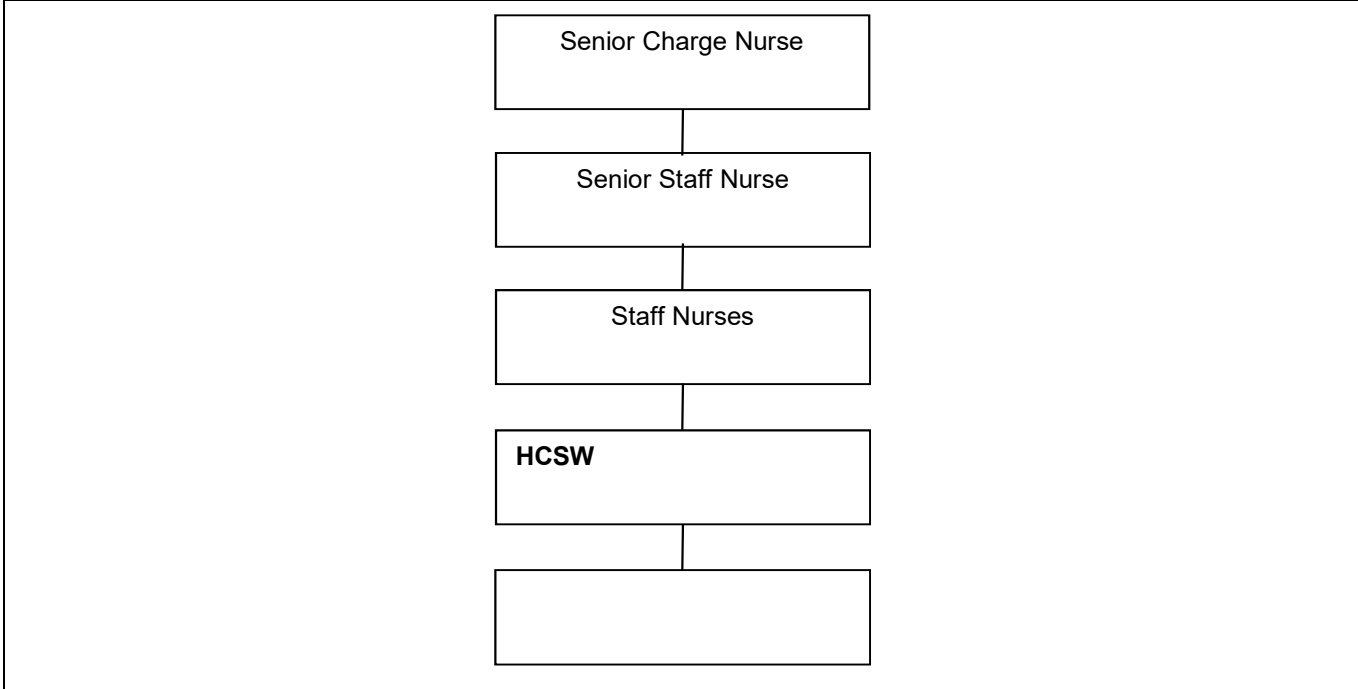
Rehabilitation – admission must be for active rehabilitation including post-operative surgical patients and those requiring stroke rehab or periods of extended re-ablement following an acute medical crisis

Terminal care – patients needing care at the end of their lives may choose to be care for in hospital.

Observation/monitoring – some patients may be admitted to the ward for short stay observation, monitoring and/or investigation e.g. blood transfusions, continuous blood pressure monitoring.

Investigation – patients whose condition requires treatment and/or investigation which cannot reasonably be carried out at home.

4. ORGANISATIONAL POSITION – MEDICAL DIRECTORATE



5. ROLE OF DEPARTMENT

To provide a safe and supportive environment to deliver a high standard of care for patients within Rothesay Victoria Hospital.(RVH)

Rothesay Victoria Hospital provides services to people of the Isle of Bute.. Patients typically have multiple pathology and complex health and social care needs leading to chronic ill health, and acute exacerbations of conditions, and dependence on carers, families, statutory and voluntary services to remain in the community.

RVH provides medical, post surgical reablement, stroke reablement and palliative care for all patients.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

CLINICAL

- Works as a practitioner within the Statutes & Guidelines set out by the Nursing & Midwifery Council and NHS Highland policies and procedures.
- Is involved with the setting and maintaining standards of care within the agreed guidelines of NHS Highland Policies and Procedures and to ensure adherence to, the delivery of, a high-quality service.
- In the absence of the Charge Nurse/Senior Staff Nurse takes charge of the ward/dept for the management of daily responsibilities, including work allocation, deployment, and supervision of staff, to ensure safe and effective running of the ward/dept.
- Is responsible for the assessment of care needs and development, implementation, and evaluation of programmes of care for patients, involving families/carers, ensures that appropriate documentation is correctly maintained
- Provides support and advice to patients and their families/carers giving the knowledge required to help them understand and cope with their condition, offering psychological, physical, and spiritual support - including health promotion.
- With sound clinical knowledge demonstrates skills within the scope of professional practice ie, venepuncture/cannulation/IV drug administration/ECG.
- Participates in the discharge planning process to ensure the smooth transition of the patient from hospital to community or to other hospitals.
- Maintains effective communications with patients/families/carers and other members of the multidisciplinary team to ensure that appropriate information is shared, and patient's needs are met.
- When taking charge of a shift is responsible for work allocation and deployment of staff, safe and effective running of the ward, rota reorganisation matching resource to activity.
- Leads and supervises junior staff, who are providing patient care, acting as a source of advice ensuring their educational needs are met.
- Participates in developing and maintaining a positive learning environment. Undertakes teaching of students, nursing colleagues and other members of the multidisciplinary team.
- Awareness of PIN guidelines
- Has the ability to organise own workload prioritising and adjusting priority in the face of changing demands to ensure all needs are met in the care of the acute medical patient/rehabilitation patient.
- Is responsible for maintaining patient records within agreed standards.
- Through ordering of stores, maintains ward stock levels ensuring the economic use of all resources.
- Participates in Health & Safety policies and Procedures e.g.
 - Completion of Risk Assessment
 - Moving and Handling Policies
 - Control of Substances Hazardous to Health
- Ensures a high standard of cleanliness throughout the department, promoting good standards of hygiene in conjunction with the Control of Infection team ensuring infection rates are minimised
- Creates an environment for evidenced based nursing and plays an active role in the continuing development of the ward undertaking various aspects of clinical audit as designated by the Charge Nurse. Promotes a positive learning environment for all staff.
- Promotes and maintains good working relationships within the ward, the medical unit and within NHS Highland. Actively participates in relevant meetings pertinent to and promoting the ward and the nursing profession generally.
- Recognises patient/ carer/relative and staff beliefs, values and culture and acknowledges them.

7a. EQUIPMENT AND MACHINERY

Utilise technical equipment, calibrating when required, checking for faults, and ensuring regular

maintenance. Is expected to have knowledge of all equipment used in the ward and will use equipment once provided with training, however, may not have daily clinical involvement.

Equipment

Various Intravenous pumps Syringe Drivers Intravenous lines, venflons Butterfly devices, syringes, needles	To deliver prescribed drugs/ fluids safely)))
Monitoring equipment for – Blood pressure, temperature, pulse, oxygen saturations, blood glucose	To measure and observe patients condition and act appropriately on changes in condition
Oxygen equipment – flowmeters, masks, humidification, nasal cannulae	To give correctly prescribed O2 concentration
Suction equipment	
Nasogastric tubes/PEG tubes/feeding pumps	To drain gastric contents or to feed into stomach
Drains – Chest, paracentesis, Various devices	To drain fluid/air from various parts of the body
Urinary Catheters – suprapubic , urethral	To drain urine
Nebulisers	To give respiratory therapy
Various hoists, slide sheets, “PAT” slide, turn table, slide board, blocks	To move patient safely))
Wheelchairs Electric beds /profiling beds	Safe movement of patients)
Furniture – various including beds, bedside lockers, and chairs)))))

Various Pressure Relieving mattress	To prevent pressure sore
Resuscitation equipment including Defibrillator	To resuscitate and administer shock following cardiac arrest. To ensure working order.
Ophthalmoscope/Oroscope	Examination of eyes/ears – ensuring working order
ECG machine	Recording heart rhythm
Glucometer	Monitor of patients blood glucose
Computers (Intranet, Internet, Word, Wardview) Printers	
Medical/nursing notes trolley	
Meal and teas trolleys	To continuously monitor patients
Cardiac monitor/blood pressure machine	

7b. SYSTEMS

- Maintains patient records in accordance to the NMC guidelines and NHS Highland Standards
- Ensures correct use of computerised systems i.e Patient Administration System, Immediate Discharge Letter/Summary, Intranet for course booking
- Reorganises rotas for sudden changes in cover requirements, sickness/absence, change in workload, training, etc.
- Maintains Health & Safety Management System in conjunction with senior staff
- Completion of Personal Development Plan
- Develops monitors and maintains ward communication systems in conjunction with senior staff.
- Maintains documentation for ward audit purposes

8. ASSIGNMENT AND REVIEW OF WORK

- Workload will be assigned by the Charge Nurse/Senior Staff however the post holder will have the responsibility for assessing, planning, and implementing care of medical patients within professional guidelines.
- The staff nurse will be responsible to the charge nurse/ward manger, deputy charge nurse for clinical guidance, professional management, work review and formal appraisal of performance.
- Works within statutes and guidelines of the NMC, NHS Highland and local agreed policies, protocols, and procedures.
- The Staff Nurse will delegate / allocate work to the team in absence of the senior staff.

- The post holder may be required to work shifts in another ward area to meet the demands of the service ie, to cover short term absence.

9. DECISIONS AND JUDGEMENTS

- In absence of Charge Nurse/Senior Staff Nurse allocates work and deploys staff within agreed resources to ensure clinical needs are met.
- Makes autonomous clinical nursing decisions in planning and prioritising patient care and delegation to team members
- Assesses patient's condition to establish any change involving other members of the multidisciplinary team as required.
- Recognises own limitations in the provision of clinical care and urgency of patients needs referring to other healthcare professionals accordingly
- Continuously assesses patient condition and plans, implements, and evaluates programmes of care
- Support staff training needs
- Responds to suggestions from staff and colleagues and helps to drive and implement changes which lead to improved patient care and staff satisfaction.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- The ability to give good direct patient care to all patients prioritising and re-prioritising in the face of changing demands within existing resources.
- Shift Work – Day and night shift rotation
- Maintaining up to date clinical skills and knowledge
- Violent/ aggressive/ challenging behaviour patients in an acute medical environment
- In the absence of senior registered nursing staff, provide cover to ensure the effective operation of the ward

11. COMMUNICATIONS AND RELATIONSHIPS

- Establishes and maintains professional relationship with patients/ relatives/ carers.
- Establishes and maintains professional relationships with nursing colleagues, medical colleagues, healthcare professionals, voluntary services to provide a planned, co-ordinated seamless service for patients.
- Identifies potential and existing challenges in care options for patients, carers, and staff, using negotiation and counselling skills to achieve reconciliation and the best outcomes for patients.
- Communicates with support departments e.g Estates, Supplies, Human Resources, Health & Safety
- Ensures effective communication with all team members which proves challenging because of varying shift patterns across the 24-hour period.
- Communications may be face to face, telephone, email or written.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

PHYSICAL

- Frequent moving and handling of patients – in bed, onto trolleys, from bed to chair, assist with walking etc. – multiple times per shift
- Hand washing/cleansing between each patient
- Washing and cleaning patients/ bed bath/showering/assisting in bath with hoist equipment.
- Frequent checking of equipment attached to patients e.g IV fluids, IV medications, IV pumps, catheters, drains, syringe pumps, ECG machines etc. – multiple times per shift
- Risk assesses ward area and be inventive in creating a safe working environment for all staff whilst being sensitive to patients needs throughout a shift.
- Fine motor skills and dexterity to take blood samples, administer injections, suture, and clip removal, drain removal, insert venflon devices to set up IV access, calibrate equipment and computer keyboard skills.
- Frequent need to walk, stand, and bend during shift to provide patient care – multiple times per shift
- Frequent transferring of patients and belongings on beds/ chairs to and from other wards and departments.
- Frequently assess the risk of violent/aggressive/challenging behaviour of patients and visitors, and deal with it appropriately throughout a shift.

MENTAL/EMOTIONAL

- Concentration, decision making and organisational skills to cope with competing demands (dynamic changes in patients' condition, personnel issues with staff, sudden staff shortages)
- Recognising patient's urgent health care needs and making appropriate instant decisions to provide appropriate clinical management – continuously
- Dealing with emotional effects of caring for patients and their families who may be distressed / anxious/ worried.
- Dealing with the emotional effects on patient / family and yourself when having to break bad news
- Concentration required when checking documentation / patients notes and calculating drug dosages, whilst subject to frequent interruptions from patients / relatives / team members
- Particular challenges due to communicating with a large number of staff who work shifts to provide a 24hour service - ensuring information is disseminated accurately to all staff and that they have the equitable opportunity to feedback, raise and discuss issues.
- Dealing with terminally ill patients and relatives of the terminally ill.
- Dealing with deceased patients and their relatives.
- Nursing violent/ aggressive/ challenging behaviour in the acute medical environment.
- Concentration as nurse in charge due to frequent interruptions and telephone calls, staff, and visitors throughout the shift.
- Negotiation skills to co-ordinate complex care packages with a wide range of people and agencies – daily.
- Rotation – Day and Night shift

ENVIRONMENTAL

- Exposure to bodily fluids, faeces, disposal bed pans / urinals / sputum, emptying of catheter bags – several times each shift.
- Exposure to infestations of fleas and lice – occasionally
- Frequent exposure to verbal aggression/ violent behaviour and challenging behaviour.
- Constant exposure to hospital environment eg unnatural light, dry conditions, noise (phones, sluice etc) throughout the shift
- Restricted working environment, cramped shower areas, bathroom areas, toilet area – several times throughout a shift.

- Regular exposure to sharps/ VDU

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- RGN
- Post registration experience within relevant area
- Evidence of further education/CPD eg short courses
- Evidence of team working skills with ability to work using own initiative
- Effective listening and interpersonal skills
- Time management skills

14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Manager's Signature:

Date:

Date: