



**Registered Nurse
(Outpatients)**

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Job Advert



Registered Nurse (Outpatients)

The Balfour – Outpatients Department

Band 5 £31,733 - £39,168 including Distant Islands Allowance pro rata per annum.

Full Time 37 hours per week*

Part Time may be considered

Permanent**

We would welcome applications from newly qualified nurses and there is a range of support available to employees to support work life balance, such as options to request flexible working, which would be available to explore for successful candidates if desired.

A rare opportunity has arisen to actively participate in the delivery of evidence/research-based high-quality patient care as a qualified nurse in the multi-disciplinary team covering outpatients.

The post holder will contribute to the overall effectiveness of the department and take on responsibilities for the supervision of staff, development of standards and improvement of the service as required within the organisation.

The successful candidate will be a Registered nurse. They will have excellent communication skills and the ability to work unsupervised and show initiative when necessary. Previous leadership skills, the ability to teach and supervise students and have experience in mentorship would be desired.

NHS Orkney is the smallest territorial healthcare board with a vision to “Be the best remote and rural care provider in the UK” and a career with us means becoming a vital contributor in protecting the health and lives of Orkney’s residents.

Orkney is an archipelago of over 70 beautiful islands, 17 of which are inhabited, lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles. Orkney is a wonderful place to live and work and offers low pollution, low crime, excellent schools, good leisure facilities, unique wildlife, and amazing scenery, whilst the excellent ferry and air connections make travel to the Scottish mainland, Shetland, and even Norway quite easy.

To find out more about living and working in Orkney go to: www.orkney.com or www.visitorkney.com. Further information on NHS Orkney can be found at www.ohb.scot.nhs.uk.

For further information please email Susan MacLeod susan.macleod2@nhs.scot

This post is subject to a PVG Scheme Record check.

**Starting from 1 April 2024, the working week for NHS Agenda for Change workers in Scotland will be reduced. Full-time hours will be reduced from 37.5 to 37 hours, and part-time staff will get a pro-rata reduction in their working hours without losing any earnings.

Although NHS Orkney will implement this change, it may not be possible to transition fully from 1 April. Therefore, there may be some areas in the organisation where implementation may take longer. If the department cannot safely accommodate the reduced hours from 1st April, you may be required to work 37.5 hours per week (pro rata for part-time staff) until the department can meet the requirements without impacting patient safety. Of course, you will be remunerated accordingly.

NHS Orkney is committed to fully implementing the 37-hour working week across all areas as soon as it is safe to do so.

Job Description

1. JOB DETAILS	
JOB TITLE	Registered Nurse
SERVICE	Nursing
DEPARTMENT	Outpatients
GRADE	Band 5
LOCATION	Balfour
REPORTING TO	Senior Registered Nurse

2. JOB PURPOSE

As part of the multi – disciplinary team, the post holder will be expected to work without supervision within the outpatients department.

The post holder will be responsible for assessing, planning, implementing and evaluating care to a wide variety of patients, ensuring that this is of a high standard at all times. They will also ensure effective management of the area in the absence of the nurse in charge.

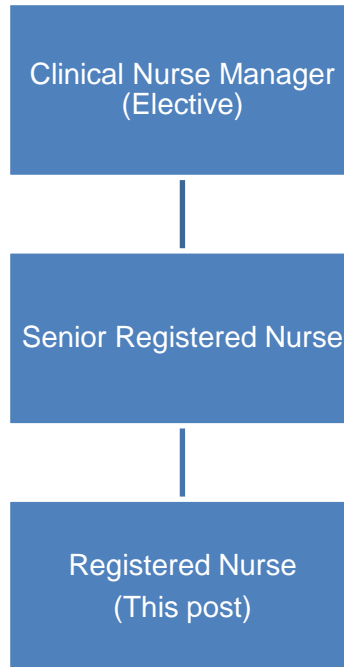
The post holder will contribute to the overall effectiveness of the department and take on responsibilities for the supervision of junior staff, development of standards and improvement of the service as required within the organisation. They will also work flexibly with other members of the team ensuring that cover is available as and when required.

3. DIMENSIONS

The post holder will be part of a small team to provide the delivery of evidence/research based high quality patient care as a qualified nurse in the multi-disciplinary team covering outpatients and day surgery.

Outpatients have a throughput of 20,000 appointments per year and

4. ORGANISATION CHART



5. KEY RESULT AREAS

Participation in all outpatients clinics including setting up of and use of specialised equipment

Support and train junior staff, both qualified and unqualified as required

Assist and support senior nurses and other health professionals

Performing anaesthetic pre assessment of patients

Undertake venepuncture and dressings

Participate in the development of protocols, policies and audit.

Assist in collecting statistical data

Participate in ordering stores and drugs

Participate in staff meetings

Responsible for ensuring that all equipment is in working order and reporting any faults as required.

Practice within the framework as established by Nursing & Midwifery Council (NMC)

Uses Initiative at all times and demonstrate sound judgment

Ability to adapt within working situation to meet demands of services

Have the ability to adapt to change within the working situation to meet various scenarios

Ability to organise own workload

Ensure all equipment is used safely according to procedure

Maintain effective communication with staff, relatives and other members of the multidisciplinary team.

No direct budgetary responsibility however the need to be aware of resource consciousness

Practice within the Legal & Ethical framework as established by Nursing & Midwifery Council (NMC) and National Legislation to ensure patient interests and well-being are met.

Work within the NHS Orkney and Health & Safety at work Act 1974 Policies and Guidelines and Procedures.

It is a requirement of the post holder to maintain the confidentiality of information about patients. Staff and other health service business in accordance with the code of Confidentiality and data protection Act 1998.

Empower patients to take responsibility for their health; well being and future lifestyle by practising in an open transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in decisions about their care.

Responsible for maintaining patient records within agreed standards.

6. ASSIGNMENT AND REVIEW OF WORK

The post holder whilst directly reporting to the Senior Charge Nurse will have a degree of autonomy to deliver their agreed personal objectives, managing own workload, with access to support and supervision when required.

The postholder will be expected to participate in assignment of work, day to day management and appraisal process.

As an employee of NHS Orkney the postholder is required to adhere to NHS Orkney:

- policies with regard to the data protection and confidentiality of information
- Health and Safety and Risk Management policies
- policy on Equal opportunities and Diversity

The postholder will undertake any training as necessary to carry out the duties of the post. A structured training programme will be in place.

Using initiative with minimum supervision to make decisions regarding workload priorities, enquiries, correspondence in the absence of the Senior Nurse.

7. COMMUNICATIONS AND WORKING RELATIONSHIPS

Communicates effectively with a wide range of people including patients, relatives, colleagues, managers, multi-disciplinary team and other agencies, over the telephone, in person and in writing.

Provides support, advice and empathy to patients and relatives.

Communicates effectively with multidisciplinary team other agencies and departments

8. MOST CHALLENGING PART OF THE JOB

Caring for patients during and immediately after receipt of bad news

Communicating with difficult personalities within the multidisciplinary team

Achieving a good balance between the demands of direct patient care within existing resources.

Managing and prioritising variable workload

9. SYSTEMS

Telephone

Trakcare

Carestream

SCI Store

Monitors

Resus equipment

Learn Pro

TURAS

10. PHYSICAL EFFORT

Standing/walking for majority of shift

Moving and handling of equipment and patients

Unpredictable workload

11. MENTAL EFFORT

Ability to multi-task

Concentration on relevant task

The ability to recognise a deteriorating patient and when to call for help

12. EMOTIONAL EFFORT

Nature of effort:

Providing support to distressed patients, carers and relatives

Exposure to occasional aggression

Working with stressed individuals

Supporting patients after receipt of bad news

Frequency and duration:

On an ongoing basis

13. WORKING CONDITIONS

Working with restricted natural light

Working in isolated areas

Working in a restricted space

Job Description Agreement

Job Holder's Signature

Date:

Head of Department Signature

Date:

Person Specification

Job Title: Registered Nurse
Department: Outpatients
Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE		
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	Registered Nurse NMC Registration Evidence of ongoing CPD Willingness to undertake further study in a relevant area e.g. surgical; medical, ophthalmology, plaster technician	Willingness to complete further training within Orkney, and when required, elsewhere. Mentor skills Completed SIPSEP training Evidence of relevant study and development
KNOWLEDGE AND SKILLS	Awareness of NMC code of conduct Awareness of importance of confidentiality Ability to work as part of a team Awareness of Infection Control legislation Ability to use own initiative Excellent communication skills – written and verbal Excellent observational skills IT literate Ability to develop managerial and leadership skills through structured training Evidence of excellent organisational and planning skills	
DISPOSITION	Ability to communicate with colleagues, patients and others internally and externally in appropriate manner Willingness to be flexible Effective listening and interpersonal skills	

Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to www.orkney.com or www.orkneycommunities.co.uk and learn more about NHS Orkney at www.ohb.scot.nhs.uk.



Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

ork.recruitment@nhs.scot

Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>