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Hello

**Newly Qualified Staff Nurse 2025 – Application Pack**

We are currently inviting final year Adult Nursing Students to apply for Band 5 Staff Nurse positions within NHS Fife. We are recruiting for posts in Acute Services and Health and Social Care Partnership. This pack contains some useful information about different parts of the service. You will also find:

* Flying Start information,
* Terms and Conditions of Service

**How to apply**:

Please visit the NHS Scotland Recruitment Website www.apply.jobs.scot.nhs.uk where you will be directed to complete an online application. Search under the reference number which is **205748** you will also be able to access a selection of generic job descriptions for Staff nurse post.

**Please do not apply for any other NHS Fife Staff Nurse vacancy as we intend to recruit all newly qualified nurses through this process**.

Completed applications should be submitted no later than **16th February 2025**

**Any questions**: Please e-mail Fife.studentnurse@nhs.scot

**\*\*Please Note – Any change to allocation request must be received with 72 hours of receipt**

**Medical Directorate**

The Medical Directorate incorporates all acute and emergency medicine at the Victoria Hospital in Kirkcaldy. The directorate is diverse, caring for both adults and children within the Emergency Department and adults only in the downstream wards.

There are multiple specialties, including:

* Emergency Department
* Medical Admissions
* Intensive Care
* Medical High Dependency
* Surgical High Dependency
* Supported Discharge Unit
* Renal
* Cardiology
* Medicine of the Elderly
* Stroke
* Respiratory
* General Medicine
* Endocrinology
* Outpatients
* Dermatology

The Critical Care Department offers care of the acutely ill adult in a level 2 high dependency medical and surgical units setting and a level 3 Intensive Care Unit. As well as the challenges of the Emergency Department we also have a 37 bedded Acute Medical Assessment Department with its own fast paced GP Assessment Area.

For those interested in following the nurse practitioner or specialist nurse pathway we have many opportunities within the wards and departments and with some appropriate experience, skills and additional training there could be opportunities within Advanced Practice including medical specialties, acute medicine and Hospital at Night.

We have our own dedicated Allied Health Professionals, Advanced Nurse Practitioners and Clinical Nurse Specialists.  Working in an Emergency Care ward or Department is rewarding and varied.  We strive to provide high quality; person-centred care and you will be supported well by our Senior Charge Nurses and Clinical Nurse Managers.

**Surgical Directorate**

There are many varied specialties within the Surgical Directorate where you may be placed including;

* Admissions Unit 2, VHK – Acute Surgical Admissions
* Ward 44, VHK Colorectal and Gastrointestinal
* Ward 54, VHK - Urology
* Ward 52, VHK – Upper Gastrointestinal and General Surgery
* Ward 31, VHK – Orthopaedic trauma – hip fracture
* Ward 33, VHK – Orthopaedic trauma
* The National treatment Centre (NTC) VHK – Elective Orthopaedics
* Ward 5, VHK – Ear, Nose and Throat
* Theatres QMH and VHK

There may be limited opportunities within these clinical areas:

* Endoscopy QMH and VHK
* Day Surgery, QMH
* Ophthalmology, QMH
* Interventional Radiology
* Plastic Surgery and Maxillofacial Surgery
* Pre-assessment Unit

All areas are supported by dedicated Allied Health Professionals, Advanced Nurse Practitioners and Clinical Nurse Specialists.  Working in a Surgical Directorate ward is rewarding and varied.  We strive to provide high quality, person-centred care and you will be supported well by our Senior Charge Nurses and Clinical Nurse Managers.



**Community Hospitals**

Cameron Hospital; Glenrothes Hospital; Adamson Hospital, Cupar; St Andrews Community Hospital; and Wards 5, 6, 7 & 8 Queen Margaret Hospital, Dunfermline.

Community hospitals are an evolving care environment which offers multiple opportunities to enhance your nursing career. Community hospitals deliver a range of rehabilitation and specialist care, including end of life care

Community hospitals are based in community settings across Fife and serve the local population. Their role is to deliver quality care to people who have been in hospital for acute illness where their condition has now stabilised but they require further care to support their ongoing recovery and re-enablement.

There are differing models of care delivery across the community hospitals, including step down Consultant led inpatient settings and GP led early intervention in an inpatient setting to prevent the requirement for acute hospital admission.

Community hospitals concentrate on, recovery and adaptation and complex discharge planning for people who are frail or have specialist neuro rehabilitation needs, such as for people who have suffered a stroke. Cameron Hospital also offers nuero rehabilitation for multiple sclerosis, brain injury and a range of other neurological conditions for people who are in the age group 16–64 years.

You will be provided with a range of knowledge and skills in order to meet the needs of this diverse patient group. You will work as an integral part of a multi-disciplinary team utilising a personal outcomes approach with the patient and their family at the centre. All community hospitals provide a supportive and progressive environment for newly qualified nurses to gain essential and enhanced skills.

**District Nursing in the home**

Community nursing is undertaking a national transformational change with an emphasis of care being delivered at home or as near to home as possible. This is an exciting opportunity to be part of NHS Fife community teams delivering high quality patient centred care. Due to a national recognition people are living longer and their care needs are increasingly complex, community nursing is evolving to continue to meet these complex needs of our communities by supporting patients to live longer and healthier lives within their own home. This has also resulted in creating greater career developments, opportunities and pathways.

Community nursing is based within the 7 localities of NHS Fife and covers several specialist areas such as complex wound management , supporting those with chronic health conditions, provision of end of life care and high health gain / frailty assessments with an emphasis on an anticipatory approach to health care.

As a newly qualified practitioner you will be supported by a mentor to undertake the Flying start programme as you join the start of your new and exciting career

**Children and Young People's Community Nursing Service**

The Children and Young Peoples Community Nursing Service (CYPCNS) support children with exceptional healthcare needs across residential care, homecare and special schools throughout Fife.

You will be part of an amazing team, working 12.5 hour shifts within Glenmar House in Markinch, Glenrothes providing support to 4 children and young people with additional complex health needs, but with opportunities to work across our service particularly Homecare and Special Schools. We are looking for enthusiastic, flexible and self motivated registered Paediatric, Adult and Learning Disability nurses who are committed to the provision of safe, effective child centred quality care. We work closely with all our partners across Health & Social care, 3rd Sector as well as Education.

This service is managed as part of the wider Children & Young People’s Community Nursing Service (CYPCNS).

We offer a robust induction followed by a supernumerary period and further consolidation. We have our own in-house education team who can assist with further development.

Under the supervision of the Nurse Team Leader, you will provide nursing care and support to children & young people with exceptional health care needs receiving care within our residential unit, supporting these children to access school and nursery during term time. You will ensure high standards of care are delivered; this will be achieved by providing training and supervision to other nurses, education and social care staff and students in clinical skills relevant to children with exceptional healthcare needs.

Alongside the Nurse Team Leader you will be involved in ensuring all aspects of the Child’s Plan are being met as well as supporting and supervising more junior members of staff in the day to day delivery of care.

You must be registered nurses ideally with experience of working with children, young people or adults within a community setting. Previous experience of working with children and young people with exceptional healthcare needs would be advantageous. Good communication and interpersonal skills are essential, as is the ability to work as part of a multiagency team.





NHS Fife Flying Start Support Programme for Newly Qualified Practitioners: Nurses, Midwives and Allied Health Professions

Overview

Year-long NHS Fife professional support programme for Newly Qualified Nursing, Midwifery and Allied Health Professions.

## The Objectives

* Who: Newly Qualified Practitioners (NQP): Nursing, Midwifery & Allied Health Professions
* What: A year-long rolling programme to support NQPs in the completion of the NHS Education for Scotland (NES) Flying Start programme within the first year of practice:
* A work-based Flying Start Facilitator throughout the programme
* Protected time to reflect on current learning and practice
* Allows the NQP the ability to identify areas for development and the scope to recognise learning opportunities
* Peer support
* Encourages reflective practice and the development of a professional portfolio

Why:

* + To support the completion of Flying Start within the first year in practice
  + To promote the values and ethos of NHS Fife as an innovative and supportive organisation
  + To impact positively on recruitment and retention
  + To encourage current staff to act as leading and supportive role-models
  + To assist NQPs to recognise their new role and responsibilities as a registered practitioner
  + To prepare the NQP for their first TURAS appraisal and embed within their practice life- long learning
* Where: Held over Microsoft Teams or venues throughout NHS Fife
* When: Four workshops throughout the year
* Ideally practitioners will attend all workshops in sequential order

Support in the completion of Flying Start is available from line managers, Flying Start Facilitators, Nursing and Midwifery Practice Education Facilitators and the AHP Practice Education Lead.

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#### JOB DESCRIPTION

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| 1. JOB IDENTIFICATION |
| Job Title: Staff Nurse Band 5 ( Entry Level )  Responsible to (insert job title): Senior Charge Nurse  Department(s): GENERIC  Directorate: Emergency Care Directorate  Operating Division: Fife Acute Hospitals  Job Reference:  No of Job Holders: |

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| 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 the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients. |

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| **3. DIMENSIONS** |
| The Fife Acute Hospitals NHS has a management structure based on Clinical Directorates.  The Directorate of Medicine provides a service on both the Dunfermline and Kirkcaldy sites. The total Directorate budget is £44M and it has 901 wte staff. The Directorate Nursing Budget is £21M and there are 746 wte Nursing Staff.  The role of the Directorate is to provide medical services to residents throughout Fife. This includes new and review out-patients, investigation and medical intervention for a variety of specialties including General Medicine, Care of the Elderly, Gastroenterology, Dermatology, Palliative Medicine, Endocrinology, Nephrology, Haematology and Oncology, Cardiology, Respiratory Medicine and Neurology. |

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| 4. ORGANISATIONAL POSITION |
| Director of Nursing & Therapies  (professionally accountable)  Clinical Director    Directorate Manager        IAD Manager Directorate Accountant/ Directorate Nurse Manager  Business Manager  Bed Manager/Clinical Co-ordinators  Clinical Nurse Managers  Senior Charge Nurse  Charge Nurse Band 6 (where applicable)    **Staff Nurse Band 5 (entry level) (this post)**    Nursing Auxiliary Band 2 |

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| 5. ROLE OF DEPARTMENT |
| To provide a high quality, safe and supportive environment in order to care for patients within (insert specialist area/department) meeting the identified physical and psycho-social needs. |

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| 6. KEY RESULT AREAS |
| **PROFESSIONAL**   * At all times act as a professional role model in accordance with all directives and guidance from the NMC. * To work within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division and report outcomes to senior nursing staff to enable monitoring of standards of care   **MANAGERIAL**   * Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care. * To maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met * In the absence of the Deputy or Senior Charge Nurse, take charge as required by the serviceof the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, reporting and handling of incidents and complaints ensuring an effective and safe working environment. * To organise own workload to ensure that the interests of patients/clients are met. * Responsible for maintaining patient records within agreed standards. * Safe keeping of patients valuables if requested by patient to do so. * To maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.   **EDUCATIONAL & TRAINING**   * To supervise less experienced staff/students who are providing care to patients and act as preceptor / source of advice to ensure their educational needs are met. * To maintain a safe working environment. * To participate within expanded nursing roles as determined by local policy * To participate in specific areas of ward development   **RESEARCH**   * To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines. * Co-operate and assist in appropriate research projects and clinical audits. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Staff Nurse is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.  **GENERIC SPECIALISED VERY SPECIALISED**   |  |  |  | | --- | --- | --- | | **Nurse call system** | **Infusion devices & associated equipment** |  | | **Personal computer** | **Observation recording equip.** |  | | **Office equipment** | **Glucometer** |  | | **Photocopier & fax** | **Pulse oximeter** |  | | **Fridge** | **Enteral / Parenteral feeding equipment** |  | | **Fire equipment** | **Doppler** |  | | **Wheelchairs** | **Bladder scanner** |  | | **Walking aids** | **Defibrillator** |  | | **Trolleys** | **Electrocardiograph** |  | | **Beds** | **Syringe drivers** |  | | **Oxygen systems** | **Patient controlled analgesia** |  | | **Urinary catheter equipment** | **Central venous pressure recording monitor** |  | | **Laboratory specimen cont.** | **Blood warmers** |  | | **Manual handling equipment** | **Bear Hugger** |  | | **Patient hoists** | **Portaneb - nebuliser** |  | | **Vacutainer systems** | **Vacupump dressings** |  | | **Commodes / toilet aids** | **Surgical drains** |  | | **Clinimatic** | **Chest drains** |  | | **Intravenous infusion stands** | **Naso-gastric tubes** |  | | **Resuscitation Equipment** |  |  | | **Suction equipment** |  |  | | **Pressure relieving equipment** |  |  | | **Electric beds** |  |  | | **Sharps boxes** |  |  | |

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| **7b. SYSTEMS** |
| * Computer literate * Conversant with Oasis * Budgetscan/Timesheet recording – roster input to reflect shift/shift changes/leave etc * Training schedules, staff statistics Maintenance of patient records * Fife Early Warning Scores * DATIX intranet – Manage Incident Reporting * Internet and Intranet – Personal and Business |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Staff Nurse will be responsible to the Senior Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.  Workload will be assigned by the Senior Charge Nurse or Deputy however the Staff Nurse will have responsibility for managing defined workload within professional guidelines. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Assessment of patient condition to establish any change.  Prioritising of workloads within the area.  Analysis of patient condition and subsequent planning of care.  Observe changing ward environment/dependency and assess accordingly. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Achieving a balance between the demands of direct patient care within existing resources.  Dealing with members of public in potentially difficult situations.  Maintaining up-to-date clinical skills and knowledge.  Dealing with demands/needs of other staff members.  Maintaining protocols within a stressful environment. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder will be expected to communicate and liaise with:-  Internal:  The patient, their relatives, designated Next of Kin and the multi disciplinary team involved in the provision of care – *more than once a day*.  Senior Nurse – patient condition, workload issues – *more than once a day*.  Participate in case conferences to identify and discuss with patient family social services and community providers plan of discharge – *as required*.  Less experienced nursing staff/students – patient care, allocation of work, workload issues - *continuously.*  Other relevant departments within the Division eg Estates, Supplies, Human Resources, Fire Officer.  Infection Control – frequently.  Staff Organisations – *as required*  *Bed manager daily as required*  External:  *Discharge planner – weekly.*  Social Services – e.g. regarding patient discharge – *daily as required.*  Other relevant external agencies – *regarding patient care – daily as required.*  *District Nurses – daily* as required.  Palliative Care – *as required.*  GPs *– daily as required.* |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Examples may include:-  **Physical Skills:**  The ability to use machinery and equipment as outlined in N0 7.  *Assessing nutritional requirements, serving and assisting patients to eat meals – more than once a day.*  *Administration of prescribed medications – more than once a day.*  Ability to carry out vital signs and patient observations – *more than once a day*.  Administer sub-cutaneous injections and or intra-muscular injections, syringe pumps and infusions - as *required.*  Ability to administer nutritional supplements via naso-gastric tube /percutaneous gastrostomy tube.- as required.  Collection of specimens *– more than once a day.*  *Insertion/Removal of cannulae – more than once a day*.  *Insertion / removal of urinary catheters –* as required.  Removal of sutures – as required.  *Venepuncture – more* than once a day.  Cannulation *– daily as required.*  *IV additives – as prescribed.*  **Physical Demands:**  *Carrying out physical care to patients i.e. washing, showering, bathing, dressing, mobilising, wound care and all other aspects of care associated with the activities of living – daily more than once.*  *Bending and kneeling. – daily more than once.*  *Washing and making beds – daily more than once.*  Patient movement with/without use of mechanical aides, manoeuvre patients – *daily more than once.*  Push trolleys, wheelchairs and beds – daily more than once.  Stand/walking for the majority of shift.  Escort duties internally/externally as required.  *Dealing with patients with challenging behaviour – regularly*.  *House keeping duties including cleaning of ward equipment - daily.*  *Moving equipment – daily as required.*  Working in cramped or restricted positions.  **Mental Demands:**  Concentration required when checking documents/patient notes and calculating and administering drug dosages, whilst potential for frequent interruptions from patient/relatives/team members – *continuously.*  Concentration required when observing patient behaviour, which may be unpredictable - *continuously.*  Basic numeracy and English language skills.  An understanding of time management.  **Emotional Demands:**  Communicating with distressed/anxious/worried patients/relatives - *frequently.*  Caring for the terminally ill/and after death *- regularly.*  Caring for patients following receipt of poor prognosis *– regularly*.  Dealing with emergency situations – *daily.*  **Working Conditions:**  Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags – *continuously.*  *Exposure to verbal and possible physical aggression – frequently.*  *Exposure to a demanding and stressful environment continuously* |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| 1st Level Registered Nurse  Evidence of team working skills with ability to work using own initiative.  Effective listening and interpersonal skills.  Time management skills.  Communication and Documentation skills. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**: Staff Nurse Band 5 (Entry Level )** Department/Ward:

Date:

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** |  | * Medical nursing * Flying Start | Application form and interview |
| **Qualifications/**  **Training** | * RGN | * Moving and handling | Application form |
| **Knowledge** | * Good standard of basic nursing care | * Shows interest in developing themselves | Application form and interview |
| **Skills** | * A level of English language competency and communication skills necessary to perform this role safely and effectively * Good communication |  | Interview  Interview |
| **Aptitude** | * Composed disposition | * Friendly | Interview |
| **Other**  **e.g. Team Player, Be able to travel** | * Team player * Ability to travel across sites |  | Interview |

#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: **Staff Nurse – Band 5**  Responsible to (insert job title): Senior Staff Nurse / Charge Nurse  Department(s): Generic  Directorate: Planned Care  Operating Division: Fife Acute Hospitals  Job Reference:  No of Job Holders: |

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| 2. JOB PURPOSE |
| As part of a multi-disciplinary team, the post holder will have responsibility for assessment of care needs and the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients. Although based within one area of Planned Care there maybe very occassionally a need for the post holder to work within another area of Planned Care Directorate as required to maintain safety within that area. This would be negotiated with the CNM, SCN and the postholder  Occasional requirement to take charge of the ward in the absence of more senior staff. |

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| **3. DIMENSIONS** |
| Operational Division Total budget: c£220M  Total staff: 4050 WTE  Planned Care Services Total budget: c£63M  Staffing Levels Total staff: 930 WTE  Bed Complement Total beds: 200  The Division is responsible for 2 major hospital sites.  The Planned Care Directorate includes inpatient and day care services for the following specialties:   * Anaesthesia / Pre-Assessment, including Pain Services, Theatres, Resus * Orthopaedics * Obstetrics & Gynaecology, including Paediatrics / Neonates   General Surgery, including Colorectal, Plastic Surgery, Lower GI, Upper GI, Breast, ENT – Audiology, Vascular, Oral Maxillofacial and Urology. |
| 4. ORGANISATIONAL POSITION |
| Head of Nursing  General Manager  Service Manager  Associate Director of Nursing  Clinical Director      Clinical Nurse Managers  Senior Charge Nurse  Charge Nurse Band 6  **Staff Nurse Band 5 (entry level) (this post)**  Nursing Auxiliary Band 2 |

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| 5. ROLE OF DEPARTMENT |
| * To provide a high quality safe and supportive environment in order to care for patients within the ward meeting their physical and psycho-social needs. The emphasis will be on teamwork flexibility and the provision of a patient focussed service. |
| 6. KEY RESULT AREAS |
| 1. At all times act as a professional role model in accordance with all directives and guidance from the NMC. 2. To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients in the ward area to ensure delivery of a high standard of care. 3. To maintain effective communications with patients, relatives and other members of the multi-disciplinary team to ensure that appropriate information is shared and patient needs are met. 4. To work within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division and report outcomes to senior nursing staff to enable monitoring of standards of care. 5. To supervise less experienced staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met. 6. To organise own workload to ensure that the interests of patients/clients are met. 7. Responsible for maintaining and monitoring patient records adhering to NMC guidelines on records and record keeping 8. To maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources. 9. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines. 10. To maintain a safe working environment. 11. Maintain patient confidentiality at all times. 12. Occasional requirement to take charge of the ward to plan workload effectively manage nursing resources including sickness/absence and supervise nursing staff in the delivery of nursing care. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Staff Nurse is expected to have a knowledge of all equipment used in the area, however, may not have daily clinical involvement. Generic  * Beds * Nurse Call Systems * Computers * Fire Equipment * Commodes * Wheelchairs * Clinimatic * Safety Rails * Drip Stands   Specialised   * Patient Hoist * Air Beds * Blood Glucose Monitoring Equipment * Infusion Devices * Electronic Observation Monitor – i.e. blood pressure, pulse, oxygen saturations * Tympanic Thermometer * Suction Equipment * Oxygen Equipment and Flow Meters * Falls Aids   Very Specialised   * Patient Controlled Analgesia * Doppler * Resusitation Equipment and Trolley * Syringe Drivers |
| **7b. SYSTEMS** |
| * Conversant with Oasis * Maintenance of Patient records * Fife Early Warning System * Computer literate |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Staff Nurse will be responsible to the Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.  Work loads will be assigned by Charge Nurse or deputy. However, the Staff Nurse will have responsibility for managing defined workload within professional guidelines. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Assessment of patient condition to establish any change * Analysis of patient condition and subsequent planning of care * Prioritising of workloads within the area * Observe changing ward environment/dependency and assess accordingly |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Achieving a balance between the demands of direct patient care and existing resources * Maintaining up-to-date clinical skills and knowledge * Dealing with members of the public in potentially difficult situations * Maintaining protocols within a stressful environment |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will be expected to communicate and liaise with:  Internal   * The patient, their relatives and the multi-disciplinary team involved in the provision of care * Senior Staff Nurse/Charge Nurse - patient care, workload issues * Less experienced nursing staff/students – patient care, allocation of work, workload issues * Estates Department – to report equipment faults * Area Distribution Centre – regarding the availability and supply of supplies * Pharmacy – arrange supplies and seek advice * Specialist Nurses – to seek advice   External   * Social Services – regarding discharge planning * General Practitioners – sharing information re referral and discharge planning * Community Palliative Care Team – to ensure terminally ill patient care is in place prior to discharge * Ambulance Service – arrange patient transfers and discharges   Common Difficulties  Factors relating to the individual with whom the post holder is communicating:   * Patients with learning disabilities or sensory deficits * Intoxicated patients * Confused elderly   Factors relating to the subject matter being communicated:   * Breaking bad news, e.g. death or critical illness |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**   * Administer intravenous injections and/or intra-muscular injections * Preparation and priming of syringe pumps and infusion pumps, connecting these to patients * Venepuncture and cannulation * Insertion of urinary catheters * Removal of sutures and clips * Wound dressing * Cardiac massage   **Physical Demands**   * Frequent (several times throughout shift) physical manual handling of patient, patient movement with use of mechanical aides * Frequent (several times throughout shift) push trolleys, wheelchairs * Stand/walking for the majority of shift   **Mental Demands**   * Concentration required when checking documents/patient notes and calculating and administering drug dosages, whilst potential for frequent interruptions from patient/relatives/team members * Concentration required when observing patient behaviours which may be unpredictable * Basic numeracy and English language * An understanding of time management   **Emotional Demands**   * Communicating with distressed/anxious/worried patients/relatives * Caring for the terminally ill/and after death * Caring for patients following receipt of bad news * Dealing with emergency situations   **Working Conditions**   * Frequent (several times throughout shift) exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags, sharps and needles. * Exposure to occasional verbal and physically aggressive behaviour * On-going exposure to a demanding and stressful environment * Dealing with contaminated linen several times per shift * Having to work in other areas in Planned Care as directed |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First Level Registered Nurse * Evidence of team working skills and ability to work using own initiative * Effective listening and interpersonal skills * Time management skills * Communication and documentation skills |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**:** Staff Nurse – Band 5

Department/Ward: VHK

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** |  | Previous experience in nursing |  |
| **Qualifications/**  **Training** | 1st Level Registration |  |  |
| **Knowledge** | Care Planning  Team Nursing Evidence of continuous professional development.  Willing to undertake mentorship course (1 year post registration) | Shows interest in developing themselves |  |
| **Skills** | A level of English language competency and communication skills necessary to perform this role safely and effectively. Committed to patient focused care. | Completed mentorship programme |  |
| **Aptitude** | Self Motivated Good interpersonal skills.  Good written and verbal communications |  |  |
| **Other**  **e.g. Team Player, Be able to travel** | Honest/Reliable  Hardworking  Must be willing to rotate between day and night duty |  |  |

#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: Ward Staff Nurse  Responsible to (insert job title): Ward Charge Nurse  Department(s): Community Hospitals – In Patients  Directorate: East Division  Operating Division: Health and Social Care Partnership  Job Reference:  No of Job Holders:  Last Update (insert date): |
| 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 the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients. |
| **3. DIMENSIONS** |
| * Responsible for ensuring delivery of high standard of care to patients and their families/carers * Act as an associate nurse for designated patients * Take charge of the ward area on occasions. |

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| 4. ORGANISATIONAL POSITION |
| Charge Nurse  Staff Nurse |

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| 5. ROLE OF DEPARTMENT |
| To provide a high quality, safe and supportive environment in order to care for patients within the ward, meeting the identified physical and psycho-social needs of patients. |

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| 6. KEY RESULT AREAS |
| 1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care. 2. To maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met. 3. To work within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division and report outcomes to senior nursing staff to enable monitoring of standards of care 4. To supervise less experienced staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met. 5. To organise own workload to ensure that the interests of patients/clients are met. 6. Responsible for maintaining patient records within agreed standards. 7. To maintain departmental stock levels ensuring the economic use of all resources, and ensure nurse-in-charge is aware of stock requirements. 8. To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines. |

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| 7a. EQUIPMENT AND MACHINERY |
| Staff Nurse is expected to have knowledge of all equipment used in the area however may not have daily clinical involvement.  Examples of equipment and machinery used [NB: core machinery may be evident although used in different ways depending on area]:  Generic:  Moving and Handling equipment  Nutritional Delivery Systems |
| **7b. SYSTEMS** |
| * Health and Safety management systems commensurate with this post. * Patient care plans * Single Shared Assessment where appropriate * Clinical Assessment Systems * Manual Handling Risk Assessment * Incident Reporting * NHS Fife Policies and procedures. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Staff Nurse will be responsible to the Ward Manager for clinical guidance and professional management, work review and formal appraisal of performance.  Workload will be assigned by the Ward Charge Nurse/nurse in charge however the Staff Nurse will have responsibility for managing defined workload within professional guidelines.  Workload is determined by the needs of the service, work will be carried out and reviewed in accordance with NHS Fife’s Policy. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Assessment of patient condition to establish any change.  Analysis of patient condition and subsequent planning of care.  In absence of the Charge Nurse/Nurse in Charge allocation of work and deployment of staff.  Participate in the deployment of staff to ensure correct skill mix and effective use of resources. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Achieving a balance between the demands of direct patient care within existing resources.  Maintaining up-to-date clinical skills and knowledge. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The staff Nurse will regularly communicate with various people by face-to-face contact, on the telephone, in written correspondence or by email.  Internal:   * The postholder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care. * Nursing staff/students – patient care, allocation of work, workload issues * Other relevant departments within the Division e.g. Estates, Supplies, Human Resources, Fife Officer, Infection Control. * Charge Nurse * Integrated Response Team and Discharge Co-ordinator * General Practitioners.   External:   * Fife Council Services – e.g. Home Care Manager Occupational Therapy and housing. * Community Staff re patients admission and discharge and non complex case conferences. * Other relevant external agencies – regarding patient care * Voluntary Services * NHS Bodies * Statutory and voluntary agencies * Pharmacists * Institutes of Higher Education. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**   * Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions - regularly * Insertion of urinary catheters - regularly     **Physical Demands:**   * Physical manual handling of patient, patient movement with use of mechanical aides – daily * Push trolley’s wheelchairs – daily * Move beds – daily * Stand/walking for the majority of shift - daily.   **Mental Demands:**   * Retention and communication of knowledge and information – daily * Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members - daily * Concentration required when observing patient behaviours which may be unpredictable – frequently   **Emotional Demands:**   * Communicating with distressed/anxious/worried patients/relatives – frequently * Caring for the terminally ill – frequently * Caring for patients following receipt of prognosis – occasionally.   **Working Conditions:**   * Dealing with exposure to body fluids, catheter bags – several times during working day – constantly * Exposure to verbal aggression – regularly * Exposure to physical aggression – regularly * Working in confined spaces - daily |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First Level Registered Nurse * Educated to degree level, or working towards – desirable * Good communication and interpersonal skills * Problem solving skills * Time management skills * Ability to work well under pressure * Ability work well under pressure. * Ability to work flexibly as part of a team. * A level of English Language competency and communication skills necessary to perform this role safely and effectively. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**: Registered Nurse – Band 5**

**Community Inpatients**

Department: Health and Social Care Partnership

Date:

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Completion of registered nurse training | Experience of nursing older people; experience in rehabilitation setting | Application form interview |
| **Qualifications/**  **Training** | Appropriate qualifications in relation to the clinical speciality leading to state registration. | Degree in nursing; evidence of further training/activity relevant to specialty | Application form  interview |
| **Knowledge** | Knowledge of current issues within nursing and healthcare | Knowledge of issues within healthcare and current drivers for change  Basic IT skills | Interview  Application |
| **Skills** | Good communication skills.  Level of English language competency necessary to perform the role safely and effectively |  | Interview  Application |
| **Aptitude** | The ability to use initiative and prioritise workload.  Ability to work flexibly | Ability to support less experienced staff | Interview  Application |
| **Other**  **e.g. Team Player, Be able to travel** | Ability to work effectively as part of interdisciplinary team.  Ability to work in any ward within the service  Ability to travel within the area | Leadership qualification and facilitation qualification. | Application  Interview |

#### JOB DESCRIPTION

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| **1. JOB IDENTIFICATION** |
| Job Title: Community Staff Nurse Band 5  Responsible to: Senior Nurse  Department(s): Fife- Wide Community Nursing  Directorate: Community Care Services  Division: Fife Health & Social Care Partnership  Job Reference:  No of Job Holders:  Last Update (insert date): |

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| **2. JOB PURPOSE** |
| * To work as a member of the Community Nursing Service to provide high-quality, holistic, person-centred nursing care to patients in their own homes or place of residence * To ensure that patients receive safe, effective and efficient 24 hour/7 day a week care in accordance with NHS Fife’s strategic and operational objectives and policies * To liaise and collaborate effectively with multidisciplinary colleagues * To work within the Public Health Agenda |

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| **3. DIMENSIONS** |
| The post holder will work autonomously and flexibly within the Fife Community Nursing Service to provide care on a 24 hour/7 day a week basis to a diverse client group, including clients with complex healthcare needs including palliative and ‘end of life’ care. This will include the provision of high standards of care, which comply with current guidelines and legislation, in collaboration with other members of the multidisciplinary team and/or other agencies involved in the patient’s care.  The post holder will be required to negotiate care plans that are person-centred and focused on self-care with clear objectives, using a range of assessment tools pertinent to the patient’s needs to inform the assessment and assess risk for patients and staff.  Essential elements of the role are the ability to prioritise a delegated caseload/workload and demonstrate effective time management and collaborative team working, including acting as ‘the nurse in charge’ in the absence of the Senior Nurse. |

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| **4.** **ORGANISATIONAL POSITION** |
| Head of Service  Associate Director of Nursing  Community Services Manager  Head of Nursing  Lead Nurse  Team Leader  Senior Nurse (DCN/NP)  Community Staff Nurse  **THIS POST** |

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| **5. ROLE OF DEPARTMENT** |
| The main function and objectives of the community nursing service are to:   * Undertake comprehensive holistic assessments of patients in order to plan, implement and review individually tailored person-centred care plans, liaising and working in partnership with multidisciplinary colleagues including primary and secondary care colleagues, social work department and voluntary partner agencies. * To deliver high quality safe, effective and person-centred clinical care and nursing interventions, including the provision of anticipatory and preventative care within a robust Clinical Governance framework * To promote health and wellbeing including optimising patient’s pre-existing conditions and supporting a reduction in hospital admissions for patients who can safely and effectively be cared for at home * To support early discharge from hospital through the delivery of safe and effective care within the patient’s home or place of residence |

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| **6. KEY RESULT AREAS** |
| **Clinical Practice**   * Supports patients/clients, with a wide range of conditions, and their carers to understand and where possible take on self-management of their condition * Demonstrates excellent clinical assessment skills commensurate with role and scope of clinical practice to formulate treatment plans and when appropriate works to patient group directives * Assesses patients, taking into account their physical, mental and social states alongside the impact of their environment and social support available to them * Negotiates care plans that are person-centred and focused on self-care with clear objectives, using a range of assessment tools pertinent to the patient’s needs to inform the assessment and assess risk for patients and staff * Articulates risk and strategy for risk assessment and management * Has knowledge of a broad range of conditions, local care pathways and evidence-based management experienced by patients in community and general practice settings (this includes long term conditions such as diabetes, coronary heart disease, heart failure, hypertension and stroke, chronic obstructive pulmonary disease, arthritis, dementia and other common mental illnesses, frailty and palliative and end-of-life care) * Has an understanding of the presentations of multiple pathology, depression, anxiety states, frailty and delirium and illnesses predominantly found in older people * Has knowledge of the management of uncomplicated symptoms in patients/clients with palliative or end-of-life needs and enhanced communication skills to confidently manage uncertainty * Ensures information is recorded objectively and reported back to the community nursing or general practice team * Delivers anticipatory and preventive care for potential scenarios ensuring that anticipatory care needs are understood and met * Recognises signs of deterioration in patients and refers appropriately to ensure patient safety and avoid hospital admission wherever possible * Collaborates effectively with other members of the multidisciplinary team or other agencies involved in the patient’s care * Has knowledge of and assesses patients for a range of equipment and where appropriate orders or signposts patients accordingly * Has the ability to recognise the patient’s health beliefs and adapts behaviour-change approaches to enable self-management using extended brief interventions * Utilises a range of IT applications and technology where appropriate * Utilises critical thinking to explore and analyse evidence, cases and situations in practice * Draws on a range of sources in making judgements, guided by senior colleagues within defined policies, procedures, protocols and best practice guidance * Identifies patients who are vulnerable and/or potentially at risk of harm and escalates appropriately to a Senior Nurse.   **Facilitation of Learning**   * Supervises and provides effective mentorship for qualified staff and pre-registration students, maintaining a supportive learning environment with a range of learning opportunities and experiences. * Has ability to reflect on practice and utilise clinical supervision and other development opportunities and support * Has emotional intelligence and the ability to support staff and students at all levels to debrief and reflects on challenging situations to improve learning and enhance self-awareness * Engages with appraisal and the development and activation of a personal development plan * Shows creativity in developing learning materials for patients and adapting care to support individual needs in patients   **Leadership**   * Co-ordinates the management of a defined caseload, as delegated by the Senior Nurse * Has ability to prioritise a delegated caseload/workload and effectively manage time and works effectively within the team * Plans, implements and evaluates programmes of care to meet individual health needs * Has knowledge of resource management to ensure care is clinically effective and signposted to the patient and family, ensuring principles of confidentiality and disclosure are maintained * Recognises personal accountability and responsibility to monitor and evaluate care to ensure optimal practice in line with NMC Code of Conduct * Participates in personal development, appraisal and development of other team members and the links between organisation and team goals * Has ability to recognise poor performance and take appropriate measures * Takes on the role as ‘The Nurse in Charge’, in the absence of the Senior Nurse, coordinating and leading the team(s) within the area, delegating work, tasks and responsibilities to ensure safe and efficient running of the area while seeking assurance that this is being done’. * Assists the Senior Nurse in undertaking and reviewing needs assessments and community profiles (in community nursing) or other data in general practice that reflect the demographics and case management within the caseload and broader public health issues within the local community and general practice populations * Demonstrates leadership through appropriate delegation and supervision of non-registered and junior members of staff * Demonstrates enhanced communication skills with patients/clients and other members of the multidisciplinary care team * Has the ability to manage conflict and recognises situations where this requires escalated to the Senior Nurse   **Evidence, Research and Development**   * Contributes to quality-assurance processes and service development * Participates in educational audit * Contributes to review of impact of multidisciplinary interventions on the wider individual/patient experience * Has ability to articulate the evidence underpinning patients’ care plans and interventions * Has ability to source evidence and appraise it to underpin practice * Recognises any ethical implications of audit, research, clinical trials or service-user involvement strategies * Uses opportunities to suggest improvements to services, or introduction of other innovations or evidence * Engages actively in data collection for quality assurance and takes responsibility for ongoing evaluation of delegated care * Identifies and reports any adverse events, in accordance with NHS Fife adverse events policy, to support timely investigation and identification of any learning and Duty of Candour * Reflects on individual learning from continuous professional development, complaints, compliments and adverse events and where appropriate shares learning with the team to inform improvements in practice |

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| **7a. EQUIPMENT AND MACHINERY** |
| The post holder is expected to have knowledge of all equipment used and has a duty to ensure that it is well maintained, regularly serviced and safe to use.    Examples of equipment and machinery used (not exhaustive):   * Sphygmomanometer & BP Monitoring Equipment * Glucometer * Doppler * Tympanic Thermometer * Pulse oximeter * Syringe pump * Other infusion devices * Pressure-relieving equipment e.g. air mattresses * Aural toileting equipment * Manual handling equipment e.g. hoists, stand aids and sliding sheets * Bladder Scanner * Oxygen Concentrators * Scales |
| **7b. SYSTEMS** |
| * Nursing and patient-held including documentation including Electronic Systems - MORSE * Risk assessments * DATIX reporting * GP systems e.g. EMIS / VISION/Docman * SSTS / e-expenses / e-payroll * Dataset * Clinical portal * Cyberlab/ICE * SCI Gateway * Lab Centre * NHS Fife intranet * NHS Mail * Turas * Learnpro |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| Workload will be generated by the Senior Nurses.  In the absence of a Senior Nurse, the delegated registered nurse will assign and review the team’s workload in line with the NHS Fife Nurse in Charge Framework.  The post holder will be responsible to the Senior Nurses for clinical and professional guidance. Objectives will be set through annual personal development planning with a designated Senior Nurse. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will work alone, without direct support, undertaking and reporting on autonomous decisions made in practice  Co-ordinate and prioritise the management of a defined caseload/workload, as delegated by the Senior Nurse who has overall clinical accountability  Ongoing assessment and review of patients’ conditions in both acute and chronic situations, making appropriate changes to care delivery within the post holders scope of professional practice or under the guidance of an appropriately qualified Practitioner, reporting to and discussing with the Senior Nurse  Determining when to refer to other healthcare, statutory and voluntary colleagues and taking the appropriate action  Undertakes the role as ‘The Nurse in Charge’, in the absence of the Senior Nurse, coordinating and leading the team(s) within the area, delegating work, tasks and responsibilities to ensure safe and efficient running of the area while seeking assurance that this is being done’. |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Dealing with changes in clinical procedures and demands, especially at short notice * Meeting increasingly diverse and complex nursing needs of patients in their homes / places of residence * Managing time effectively / working within time constraints * Managing the caseload and coordinating the team in the absence of the Senior Nurse * Meeting patient / family / carer expectations * Working autonomously in patients’ homes, taking into account limitations of the environment and patient preferences * Encouraging patients to be self-managing * Lone working in a community setting * Rotation between teams to meet the needs of the service * Working in adverse weather * Unpredictable situations |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will frequently communicate with various people by telephone, email, written correspondence or face-to-face contact and will be expected to:   * Liaise with patients, relatives and carers during home visits – daily * Liaise with Senior Nurse / Team Leader – daily * Liaise with other members of the Community Nursing team – frequently * Liaise with Acute, Community and Private multidisciplinary colleagues including: GPs; social work department; AHPs; pharmacists; nursing/care homes; third sector agencies (not exhaustive) – frequently |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF**  **THE JOB** |
| **Physical skills:**   * Manual dexterity - daily * Manual handling - frequently * Keyboard - frequently * Administration of injections - frequently * Use of infusion devices - regularly * Insertion of urinary catheters, male and female, including suprapubic catheters  - regularly * Venepuncture / cannulation - regularly * Insertion of gastrostomy tubes - occasionally * Insertion of naso-gastric tubes - occasionally * Aural toileting - occasionally * Compression therapy - regularly * Delivery of nursing care and interventions - frequently   **Physical demands:**   * Personal safety - regularly * Regular bending and kneeling - frequently * Use of manual handling equipment - frequently * Working in restricted environments - frequently * Carrying equipment - frequently * Travelling in adverse conditions - occasionally   **Mental demands:**   * Managing patients with Stress with distress / relatives / carers - regularly * Lone working - daily * Dealing with unrealistic expectations of patients / relatives / carers - frequently * Co-ordinating unexpected discharges from hospital - regularly * Concentrating when calculating medications - frequently * Constant interruptions - frequently * Managing the team caseload and supervising the team in the absence of the Senior Practitioner - occasionally * Management of own workload - daily   **Emotional demands:**   * Caring for acutely unwell patients at end-of-life - regularly * Caring for patients / relatives / carers following receipt of prognosis – regularly * Supporting bereaved families /carers - regularly * Caring for Vulnerable Adults/ Adults at risk of Harm – occasionally * Competing priorities between service and patient care - frequently * Managing conflict - occasionally * Management of aggression - occasionally   **Working conditions:**   * Exposure to body fluids - frequently * Exposure to verbal and physical aggression - occasionally * Exposure to unpleasant conditions within the home environment e.g. hygiene, pets, passive smoking, noise - frequently * Exposure to inclement weather changes - occasionally * Lone working in rural areas – occasionally/frequently depending on base * Exposure to adverse traffic conditions - occasionally |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **Qualifications:**   * The post holder will be a first level registered nurs   **Experience:**   * Evidence of learning / professional development   **Knowledge:**   * A knowledge of a broad range of conditions * A knowledge of multi-pathology, frailty, delirium * A knowledge of the management of uncomplicated symptoms in patients   **Skills:**   * Well-developed communication and interpersonal skills * Ability to remain motivated and use initiative * Time management and organisational skills * Ability to work under pressure * Ability to show creativity in developing learning materials for patients * Ability to work flexibly as part of a team * Ability to work autonomously and on own initiative * Ability to use a range of IT applications and technology where appropriate * Ability to travel across a wide geographical area * A level of English language competency and communication skills necessary to perform this role safely and effectively |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

PERSON SPECIFICATION FORM

Post Title/Grade**:** **COMMUNITY STAFF NURSE – BAND 5**

Directorate: **COMMUNITY CARE SERVICES**

Department: **COMMUNITY NURSING**

Date:

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Qualified registered nurse | Community experience | Application Form & Interview |
| **Qualifications/**  **Training** | RN – Adult  Evidence of continuous professional development | Knowledge of;  Wound care  Anaphylaxis  Venepuncture  Doppler assessment  Ear care  Syringe pumps  Male & supra-pubic catheterisation | Application Form |
| **Knowledge** | Awareness of;  Current issues in Primary Care  Computer literacy  Assessment techniques  Care planning  Multi agency working | Awareness of chronic disease management  Awareness of Emis & vision knowledge | Interview |
| **Skills** | Excellent communication skills  Organisational skills  Time management skills  Problem solving skills |  | Application Form & Interview |
| **Aptitude** | Commitment to safe, person-centred, non-discriminatory care  Ability to work unsupervised  Awareness of own limitations  High degree of initiative  Flexible attitude to work |  | Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Reflective practitioner  Team player  Ability to travel |  | Interview |

**KEY** 1. Does not meet minimum requirements 2. Meets minimum requirements 3. Above average 4. Very good