NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

|  |  |  |
| --- | --- | --- |
| **1** **JOB IDENTIFICATION** | Job Title | Band 5 (1st or 2nd Level Registered Nurse) |
|  | Department(s)/Location | Clinical Radiology Tayside |
|  | Number of Job Holders | 16 |
| 2 JOB PURPOSEAs 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. The post holder will contribute to the continuing development of clinical practice. In the absence of the department manager or deputy provide cover to ensure effective operation of the ward |
| ORGANISATIONAL POSITION Imaging Manager Lead Nurse(Professional Report)⎜Senior Charge Nurse ⎜Charge Nurse⎜**Registered Nurse (this post)**Health Care Assistant |
| SCOPE AND RANGE  To provide a high quality, safe and supportive environment in order to care for patients, clients, carers, relatives and staff within clinical radiology/nuclear medicine and to meet identified care needs.  Environment of Care* Multi professional departments including general fluoroscope, interventional,

 vascular, ultrasound, CT suites and other interventional rooms.* Clinical Radiology /nuclear Medicine– meeting the needs of both in and out patients

To include: * Staff Management/Supervisory responsibilities, provide mentorship/preceptorship

 for new, junior staff, other members of the multi professional team learners and support workers on a regular basis* Budgetary Responsibilities – effective participation in dealing with supplies ordering, patients valuables, use of equipment, petty cash, consumables and pharmacy ordering
 |
|  |  |
| MAIN DUTIES/RESPONSIBILITIESCare Delivery1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients whose needs may be predictable or unpredictable and/or unstable and changing to ensure delivery of a high standard of care.
2. Ability to establish and maintain effective communication with individuals and groups about difficult or complex matters to overcome any problems in communication and to ensure that appropriate information is shared and patient needs are met.
3. Support and involve patients/client/ carers and relatives in the planning and delivery of individualised care
4. Responsible for maintaining patient records within agreed standards to ensure the care management plan is communicated to patients and the health care team.
5. Support paediatric patients/relatives and staff throughout the process of investigation/intervention within the department.
6. Responsibility for ensuring that self and others adhere to infection control policies.

Management /Leadership1. To co-ordinate and prioritise own workload and that of others working as part of the multi professional team to ensure that the interests of patients/clients are met.
2. Contributes to the effective use of physical, human and financial resources.
3. To lead and supervise new/junior staff/learners and support workers who are providing care to patients and act as a source of advice to ensure safe and effective care and that their educational needs are met.
4. Contribute to discussion, debate and influence change in practice
5. Ensure effective teamwork and healthy working relationships
6. Monitor and maintain own and others health, safety and security
7. In the absence of the senior nurse, take charge of the department for the management of standards of care and the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.
8. Assist with the recruitment and selection of nursing and assisting staff members.
9. Propose, initiate and implement changes to working practices or procedures to improve care provided in keeping with up to date evidence based practices.
10. Participate in the out of hour’s multi professional service. (On-call service)
11. Assist with the maintenance or records for the unit on a daily basis including drug cupboard and equipment checks.

Education & Continuing Professional Development1. To participate in personal and career development plan to maintain and develop attitudes, skills and knowledge facilitating personal and professional growth in order to maximise contribution to service delivery.
2. To support the personal and professional growth of new and junior staff, learners and support workers in order to maximise contribution to service delivery.
3. To undertake teaching of registered and non-registered nursing staff, including basic and post-basic students, and participate in the implementation of staff personal development plans to facilitate ongoing development.
4. Provide mentorship for learners and junior staff and contribute to the development of an effective learning environment
5. Facilitate in the development of attitudes, skills and knowledge within the wider multi professional team to encourage robust patient centred care.
6. To maintain and up date knowledge base of radiology procedures and safety issues associated with working with radiation
7. Assist with the introduction of new apparatus and new or modified techniques and teaching of others as required

Quality/Research and Development1. Demonstrate research awareness and ability to participate in and support ongoing research in nursing practice.
2. To work within an ethical and legal framework utilising defined policies, procedures, standards and protocols of the department, organisation and NHS Tayside to promote safe and effective evidence based practice and contribute to quality improvement.
3. Make provision for pre-assessment of day case patients following evidence based robust protocols.
4. Provide day case and out patient services in keeping with current guidelines and best evidence.
5. Participate in continual review of out patient and day case services.
 |
| COMMUNICATIONS AND RELATIONSHIPSCommunicates continuously on routine, difficult and complex matters with a wide range of health and social care workers, patients, families other relevant departments/agencies utilising a wide range of media such as telephone, verbal and written communications and overcomes any difficulties in communication with people involved such as language barriers, clinical conditions e.g. stroke and effectively manages complaints and incidents.Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/relatives/multidisciplinary team and external agencies involved in the provision of care.Provide up to date patient information, for all procedures that are carried out within the department, taking into account the needs of the individual.Identify opportunities to promote health and patient choice and or patient involvement. |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOBPart 1 or 12 of the NMC registerEvidence of ongoing professional developmentIdeally should have minimum of previous experience at Band 5Ability to work using own initiative as part of a multi professional team. |
| SYSTEMS AND EQUIPMENT The Registered Nurseis expected to have the knowledge and skills necessary to use all equipment safely in the area and is responsible for ensuring that others, use, maintain and store equipment as per local policies and procedures (shared)Examples of equipment and machinery used [NB: core machinery may be evident although used in different ways depending on area]:Information Technology (shared)Duty rostering systemsFountainComputerised Radiology Information SystemEmailIntranet/InternetMoving & Handling (shared)HoistsPat slidesMaxi slidesBanana boardsPortering ChairsBedsTrolleysX-ray/scanning bedsNear Patient Testing (shared)Blood Pressure monitoringBlood glucose monitoringTemperature monitoringCardiac monitoringArterial BP recordingPulse oximetryUrinalysisPregnancy testingMedical Devices (shared)Patient Controlled AnalgesiaPumpsGlucometersPatient monitoring devicesCardiac monitoring devicesElectronic thermometersTreatments (shared)Oxygen therapyNebulisersNon-Invasive ventilationSuctioning Invasive proceduresConscious sedation Pain prevention/relief**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| **9 PHYSICAL DEMANDS OF THE JOB****Physical Skills:****Performed several times**Administer intravenous injections and / or intra-muscular injections, syringe pumps and infusions.Venous puncture/cannulationInsert tube during barium enemas.Prepare and attach contrast medium to be infused for patients (accept iv).Prepare and administer oral preparations of contrast medium specific for each investigationPrepare sterile procedure trays specific for each sterile procedureDispose of clinical trays used in sterile proceduresAssist other professionals in carrying out sterile proceduresMonitor patients and provide emotional support for patients undergoing interventional proceduresProvide conscious sedation for patients who require itStock all cupboards and working clinical areas with appropriate equipment and consumables.Manipulation of fine movement of instruments during interventional proceduresDisposal of sharps and relevant consumablesMaintenance and cleaning of clinical equipmentCleaning and decontamination of bodily fluids in clinical areas**Performed occasionally**Make preparation and provisions for working alongside theatre staff on joint cases and prepare equipment andparticipate as necessary.Terminal cleaning of clinical areas**Performed rarely**Insertion of urinary catheters.Insertion of nasogastric tubes**Physical Demands:****Performed several times**Patient movement with use of mechanical aides, manoeuvre patientsPush trolley’s, wheelchairsStand/walking for the majority of shift.Standing for long periods whilst wearing lead protective clothing weighing approximately 5.4kg.Standing for long periods whilst wearing lead protective clothing, sterile gown, gloves, mask, and hat and eye protection causing undesirable heat and humidity to the individual.Working in environments with offensive odours i.e. barium enemas, colonic stents and necrotic body parts.Working out of hours following a normal working day. Key board skills**Mental Demands:****Performed several times**Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.Concentration required when observing patient behaviours which may be unpredictable Working a normal rostered shift followed by on call commitmentEnsuring patient advocacy when communicating with other professions, relatives and nursing staff out with the departmentConcentration required when participating in complicated and long interventional casesConcentration required to ensure patient safety whilst working in darkened roomMonitoring patients during conscious sedationActing as patient advocate during interventional procedures**Performed occasionally** Irregular or missed meal breaks due to unpredictable complications and or over running times during cases.**Emotional Demands:****Performed several times**Communicating with distressed/anxious/worried patients/relatives.Caring for the terminally ill. Caring for patients following receipt of bad news.  Being aware that patients leaving the department are going to be told bad news. **Performed rarely**Participating in the resuscitation of a patientBeing non-judgemental and caring for patients who have committed crimes against other individuals **Working Conditions:****Performed several times**Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (frequently on each shift) Working in an environment with no natural lighting (all day, every day) Working in an environment with no windows to open providing fresh ventilation (all day, every day) Working in an environment with limited air conditioning which is excessively warm and humid (all day, every day).  On-call service. **Performed rarely**Exposure to physical aggression (on occasional shifts)Exposure to verbal aggression (on occasional shifts)  |

|  |
| --- |
| 10 DECISIONS AND JUDGEMENTSThe Registered Nurse will be responsible to the Senior Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.The Registered Nurse has responsibility for managing a defined caseload working within professional guidelines.The Registered Nurse will regularly allocate, co-ordinate and assess the work of the team and individuals using own initiative.The Registered Nurse will be responsible for the assessment, monitoring, evaluation and interpretation of patient condition and early detection of deterioration using critical judgement and reasoning and responds appropriately.Deputises in the management of the area in the absence of the Senior Nurse. |
| 11 MOST CHALLENGING /DIFFICULT PARTS OF THE JOB Effective management and prioritisation of competing demands within an unpredictable environment In the absence of the Senior Nurse provide cover to ensure the effective resource management of the ward. Often working conditions require working long periods without breaks. |