# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title:** Staff Nurse

**Responsible to:** Senior Charge Nurse

**Department(s):** Lochview

**Job Holder Reference: G-FV-N-001**

**No of Job Holders:**

**2. JOB PURPOSE**

To ensure the provision of high quality care for a defined group of people with learning disabilities. To act as a named nurse responsible for the assessment, development, implementation and evaluation of programmes of person centred care. Be responsible for the management of the house in the absence of the senior staff nurse. Provide clinical and managerial leadership to nursing and support staff in the absence of the senior staff nurse/Senior Nurse. The post holder will also promote the philosophy of care in the house/unit

**3. ORGANISATIONAL CHART**

**Service Manager**

 **……... …….. Head of Nursing**

**Senior Charge Nurse**

**Deputy Charge Nurses**

 **Staff Nurses**

 **Support Workers**

**4. DIMENSIONS**

Loch View provides care for people with learning disabilities who require specialist or complex health assessment and treatment, which cannot, at this time, be met in the community either by generic health services or the community learning disability service.

There are 18 inpatient beds provided at Loch View, spread over three units. In addition there is a separate building, which provides interview rooms, offices, a large meetings room and 5 multipurpose therapy rooms including a Snoezelen (multi-sensory) room and a small gym.

* 18 in-patient beds split over three houses.
* Each house has approximately 18 staff consisting of registered nurses and non-registered personal carers.
* Staffing levels are 1-2 registered nurses and 2-3 personal carers depending on house size during the day and 2 staff per house during the night. The post holder would be in charge of a house on a shift by shift basis and could cover two houses during the night.
* Responsible as a named nurse for a defined client group with learning disabilities/mental health issues and specific health care needs some of whom are detained under the mental health act.
* Responsible for delegation of duties to junior staff
* Provide mentorship for student nurses.
* Responsible for the management of staff and client group in the unit in the absence of the senior staff nurse and /or senior nurse.
* Responsible for the ordering of supplies and requesting patients funds from individual accounts.

**5. KEY DUTIES**

**Responsibilities**

* **Patient/Client Care**

Be responsible and accountable for safe, compassionate, person-centred, evidence-based nursing that respects and maintains dignity and human rights

Ensure the delivery of high quality person centred care as a named nurse to one or more patients ensuring nursing practice is evidence based and research led.

Co-ordinate multidisciplinary review meetings as requested by Senior Staff Nurse or Senior Nurse

Be responsible for the assessment, prescription, planning, implementation and evaluation of the nursing care component of the multi-disciplinary person centred care plan and liaise with the multi-disciplinary team ensuring a co-ordinated approach to care.

Carry out behavioural observation charts, undertake risk assessment and analysis of information and develop behavioural management plans for individual patients.

Promote and safeguard the interest of the people with a learning disability in your care.

Immediately report to Senior Staff Nurse, Senior Nurse or Lead Nurse any concerns regarding potential ill treatment, abuse or poor practice

Work in a flexible manner, which recognises the individual needs of particular patients and develop skills as required to meet the changing needs within the house.

* **Policy and Service**

Participate in the quality review process within the unit, including piloting new ways of working and participating in audit activity.

Responsible for adhering to professional standards and local and national policies and procedures, including audit and other monitoring tools

Ensure adherence to NMC Code, professional standards, legislation, NHS Forth Valley policies and procedures.

* **Finance and Physical Resources**

Accountable for all moneys held at ward level when on duty.

Use and ensuring the monitoring and maintenance requirements of pinpoint alarm system.

Use and ensuring the monitoring and maintenance requirements of IT equipment

Use and ensuring the monitoring and maintenance of all domestic equipment

Use and ensuring the monitoring and maintenance of unit mini bus.

Use of sensory equipment such as Snozelen and equipment which aids communication.

Carry out tasks with an awareness of financial opportunities and constraints.

* **Human Resources**

Provide supervision and leadership to junior registered and non-registered staff.

Contribute to the development of junior staff through appraisal and development of personal learning plans

Responsible for the delegation of tasks to junior staff and personal carers and to ensure care is delivered to a high standard.

Provide mentorship and appraise performance of nurse learners and other student learners.

Contribute to in-service training for junior staff and personal carers.

Under the direction of the senior staff nurse or senior nurse appraise and contribute to the development of personal learning plans for junior staff and personal carers.

Promote a learning culture within the house/unit.

Works within codes of practice and professional guidelines

* **Information Resources**

Maintaining records, which provide accurate, current, comprehensive and concise information and meet the requirement of the NMC Code and professional standards.

Systems used within the job include compiling and maintaining individual client profiles, making off duty rotas, patients information management systems, patient funds system, patient prescriptions and recording sheets, risk assessment and management and maintaining and complying with control books.

* **Research and Development**

Participate in research and the dissemination of research. Contribute to the upkeep and review of the Health and Safety Control Book

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**6. Skills**

* **Communication**

Contribute to the development of a range of communication tools used for patients with communication difficulties.

Deal with verbal complaints at a local level and report to Senior Staff Nurse/Senior Nurse.

Develop and maintain effective communication links within a multi-disciplinary framework, involving people with learning disability and their families, relatives and other agencies.

Understand and maintain issues of confidentiality in relation to the nature of the post

**Internal:**

* Patients who have significant communication problems with barriers to understanding
* Clinical and Medical Staff
* Other NHS staff including GP’s, Mental Health and Acute Services
* Student Learners
* Advocacy Services

 **External:**

* Relatives and carers
* Police and legal representatives
* Social Workers
* Voluntary Agencies
* Educational Establishments
* **Analytical**

Complex facts or situations, requiring analysis, interpretation, comparison of a range of options which include:

Responsible for assigning day to day work load and specific task allocation.

Expected to anticipate problems or needs and using one’s own initiative to resolve them e.g. assessing risk, managing risk and care planning.

On a daily basis responsible for the supervision of staff and their work load and the well being of patients and their clinical needs.

Administering as required medication and risk assessing situations, taking action as required, usually requiring quick decision making skills.

* **Planning and Organising**

In the absence of the Senior Staff Nurse and or Senior Nurse, responsible contact person for unit which includes managing client group based on clinical needs, decision making re-staff shortfall utilising nurse bank to meet these needs, through contact and discussion with senior nurse on call.

Contribute to the development and continued function of a therapeutic and homely environment within the unit/house.

* **Physical**

Keyboard skills

Driving skills for unit minibus (desirable)

* **Systems and Equipment**

All clinical equipment used within the unit including blood pressure monitors, ECG machine, suction machine, syringes, diabetic management equipment and oxygen cylinders.

All moving and handling equipment including hoists and overhead tracking.

**7. Effort and Environment**

* **Physical**

Highly developed skills, accuracy important, manual dexterity, including:

Control and restraint, use of varying levels restraint on a regular basis often for prolonged periods of time sometimes in small spaces often in awkward positions or confined space, difficult areas and situations, usually requiring speed and accuracy.

Management of violent and aggressive incidents which can result in personal harm to both staff and client group.

Moving and handling the client group and other physical tasks

* **Mental**
* Dealing with complex facts or situations, requiring analysis, interpretation and comparison of a range of options.
* Retention and communication of knowledge and information.
* Concentration is required when checking documents / patients notes, and compiling assessments/reports, medication administration. This may be subject to frequent or prolonged interruptions from patients, carers or fellow professionals often having to stop one task to progress on to another.
* Intense concentration required when engaging with patients who have complex needs e.g. Autistic Spectrum Disorder, Challenging Behaviour or Forensic issues.These patient behaviours may be unpredictable or subtle in nature.
* Managing the demands of patient care within the existing resources.
* Prioritising to meet the needs of patient carers and members of the multidisciplinary team.
* Conflict management when dealing with diverse demands and expectations of service users and providers.
* High levels of adaptability and flexibility required to meet diverse and changeable demands of workload.
* **Emotional**

Providing support and reassurance to staff and client group who have been subject to a violent or aggressive incident.

Dealing proactively with verbal complaints and reporting to senior nurse

Dealing proactively with relatives who have any queries or problem situations.

Dealing proactively with difficult or volatile situations which arise on a daily basis regarding patients, staff, relatives and other agencies or outsiders

Dealing with distressing or emotional circumstances such as dealing with distressed relatives, care of terminally ill, consequences of terminal illness, victims of abuse, relatives of deceased patients

* **Working Conditions**

Management of violence and aggression including verbal abuse on a regular basis (often daily) from client group and on occasion from relatives and others.

Managing clients on a daily basis who pose a challenge to the service including violent and threatening behaviour verbal abuse and self-injury, inappropriate sexual behaviour and also clients who have a history of wandering or absconding.

Exposure to body fluids and ensuring the safe disposal of body fluids

**8. FREEDOM TO ACT WITHIN THE JOB**

The post holder will be responsible to the Senior Nurse for clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Senior Staff Nurse and/or the Senior Nurse, however the post holder will have responsibility for managing a defined workload within professional guidelines.

Regularly take charge of the house in the absence of the senior staff nurse or senior nurse, and also the unit on a regular basis in the absence of the senior nurse.

Act as contact nurse for the unit in the absence of senior staff nurse or senior nurse and liaise with nurse on call should any problematic issues arise.

Ensure that no action or omission on your part is detrimental to the interests, condition or safety, within your area of responsibility.

Ensure Health & Safety of staff, residents and visitors in accordance with NHS Forth Valley policies and statutory requirements.

Carry out any other duties delegated by the Senior Staff Nurse, Senior Nurse or Lead Nurse.

**9. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

* 1st level registration (Part 5 of NMC Register), RNLD.
* Excellent clinical skills in learning disability nursing including clinical assessment and clinical interventions.
* Ability to quickly and effectively form positive and effective working relationships.
* Ability to prioritise workloads and delegate appropriately.
* Demonstrate initiative, organisational skills and competent time management skills.
* Excellent interpersonal skills.
* Excellent verbal and written communications.
* Knowledge of current policy trends in learning disabilities and community care.
* Evidence of continuous professional development.
* Continual professional development and training to increase knowledge and awareness to meet ongoing patient demands and clinical needs.
* Specialist knowledge across a range of work procedures underpinned by theory.
* Experienced 1st level nurse who has previous experience of working with people with learning disabilities.

**JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Head of Department Signature:**

**Date:**