



JOB DESCRIPTION

1. JOB DETAILS

Job Title: Staff Nurse
Responsible to: Senior Charge Nurse
Department & Base: Ward 5 Acute Medicine
Date this JD written/updated: August 2011 (nomenclature changes only)
Job Reference Number:

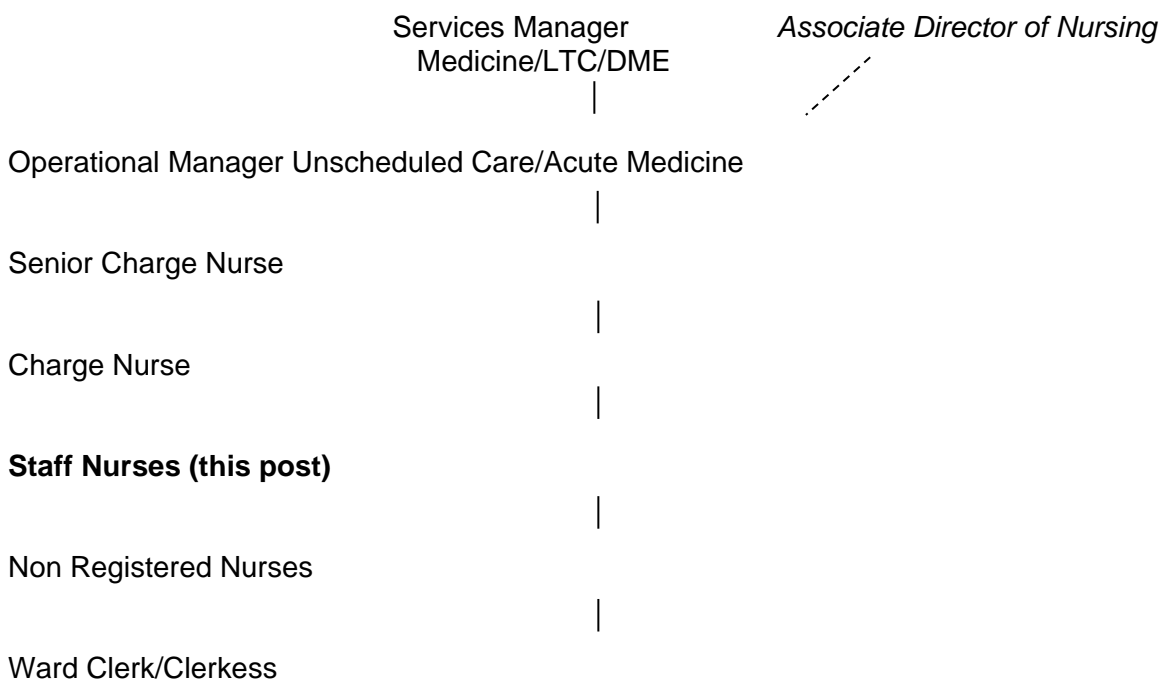
2. JOB PURPOSE

The post holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care and the setting of standards of care.

The post holder is expected to carry out all relevant forms of care and is designated to regularly take charge of the ward in the absence of the person with continuing responsibility.

Once the post holder has achieved the required level of competency they will be expected to supervise junior staff and be able to teach qualified and unqualified staff, including basic and post basic students and regularly take charge of the ward.

3. ORGANISATIONAL POSITION



The post holder will be required to supervise junior staff below their post.

4. SCOPE AND RANGE

The Medical Unit has 2 in patient wards and a medical Admission Unit of 30 beds with capacity to surge up to 37 beds. The inpatient wards comprise a 12 bedded Acute High Dependency/Coronary Care Ward, Ward 5 and one 30 bedded General Medical Ward, Ward 4 providing the following range of Consultant led specialties, Cardiology, Respiratory Medicine, Gastroenterology, Diabetes, and Haematology/Oncology.

This post is for **ward 5 (12 bedded ward)**.

The post holder may be required to work in any other ward or department within NHS Borders.

OUR VALUES IN ACTION

●Care and Compassion ●Quality and Teamwork ●Dignity and Respect ●Openness, honesty and responsibility

5. MAIN DUTIES/RESPONSIBILITIES

Clinical

Working as a co-operative member of the multidisciplinary team assess nursing needs, develop, implement and evaluate nursing care to meet those needs without direct supervision.

Ensuring effective communication and maintenance of accurate records maintaining absolute patient confidentiality.

Ensure that nursing procedures are carried out in accordance with NHS Borders protocols, guidelines and these procedures are evidence based.

Safe administration, storage and ordering of drugs.

Develop your scope of professional practice as a registered nurses to undertake procedures such as venepuncture, cannulation, IV Drug therapy, ECG.

Educational

Participate in the development and implementation of appropriate educational programmes for pre and post registered and non-registered nurses. This will include the implementation of orientation and induction programmes.

Advise on the promotion of health and prevention of illness to assist patients, carers and other professionals maintain a healthy life style and prevent further illness.

Management

Maintain equipment and supplies level ensuring that faults are reported to the Senior Charge Nurse.

Ensure that appropriate skill mix is deployed to meet the needs of the patients and the delivery of safe and effective care.

The post holder will be required to take charge of the ward once the level of competency in their KSF outline has been achieved.

Attend relevant meetings as designated by the Senior Charge Nurse, Operational Manager and manage the unit as required as part of planned professional development.

Professional

Be innovative and proactive in developing and designing patient focused services ensuring patient and public involvement in the process while promoting clinical audit and research to ensure that clinical practice is evidence based.

Adhere at all times to the Nursing and Midwifery Code of Practice and Guidelines.

Adhere at all times to NHS Borders Policies.

6. SYSTEMS AND EQUIPMENT

Blood Glucose meters
Intravenous infusion devices
Syringe drivers
Cardiac Monitors
Humidifiers
Oxygen Therapy
Continuous Positive Airways Pressure/ Bi-level Positive Airways pressure
Nebulisers
Suction
Enteral Feeding
ECG Machines
Resuscitation equipment
Defibrillator
Moving and handling equipment e.g. hoists, patient slides, bath chairs
Profile beds
Pressure relieving mattresses
Height, weight and BMI scales
Tympanic thermometers
Bathing Thermometers
Tens' machines
Computer for Trakcare
 Laboratory results
 Radiological results
 Outlook
 Internet
 Intranet

Information systems

Maintain individual patient case records
Completion of staff records such as sick returns, checking and authorising time sheets.

7. DECISIONS AND JUDGEMENTS

Make clinical and managerial decisions for patients allocated to them and the deployment of junior members of the team appropriately.

The post holder is accountable for all aspects of nursing care they deliver and those aspects they delegate to junior staff.

Have the ability to recognise situations where you require assistance and the need to seek support from Unit Bleep Holder, Clinical Services Manager, example of situations - missing patients, sickness absence, bed shortage, adverse clinical or non-clinical events.

Recognise your own ability and limitations and identify these to your line manager, i.e. knowledge and skills required for changes in clinical practice, new treatments or procedures.

Support and guidance is available on the ward from the Senior Charge Nurse through regular informal meetings, daily handover, regular ward meetings and from the Senior Nurse on for the unit or the Operational Manager through daily informal contact, hospital bleep system.

8. COMMUNICATIONS AND RELATIONSHIPS

Network with Primary, Secondary and Tertiary services.

Actively listen and seek patients, public opinions on all aspects of nursing care. Maintain patient confidentiality at all times.

Promote good relationships with patients, public and all staff in and out of your ward or department either verbally and or in writing.

Actively listen and seek patients, public opinions on all aspect of nursing services.

Communicate verbally and in writing with:

NHS Staff and departments in the BGH.

NHS Staff in Mental Health, Community Hospitals and Primary Care Teams.

Communicate with other Agencies and Organisations as appropriate i.e. Social Work, Voluntary Organisations, Police.

Motivation of junior staff and negotiation with junior, peer and senior staff groups within the ward.

Emotional demands of caring for ill and dying patients and their families/carers.

Management of emotional outcome for patients and staff following a violent or aggressive situation in the ward.

Be able to communicate verbally and in writing to deliver informal and formal teaching programmes.

Report complaints, clinical and non-clinical incidents and completed risk assessments verbally and in writing.

9. PHYSICAL DEMANDS OF THE JOB

The post holder will be continually mobile for the majority of the shift.

Assisting with moving and transporting of patients while ensuring all moving and handling guidelines are adhered to.

Moving beds/furniture/equipment as required.

Moving and handling items such as case notes/linen.

Be able to respond speedily and accurately to emergency or unplanned situations.

Potential control and restraint of physically aggressive patients.

Have the required skills, knowledge and competencies to undertake such procedures as administering injections, IV Drugs, cannulation, ECG.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Prioritising and meeting competing demands from patients, relatives and members of the health professional groups.

Maintaining and developing the advanced level of clinical, leadership and management skills and knowledge for the developments within the multidisciplinary team

Clinical decision making in the appropriateness of the continuing or withdrawing of active interventions for patients and managing the relatives and staff expectations in these situations.

Managing conflict.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

PERSON SPECIFICATION

For the post of Staff Nurse Band

Below are the essential and desirable knowledge, training (including qualifications) and experience required to do this job.

ESSENTIAL

- 1 First Level Registration
- 2 Experience of working within a health care environment
- 3 IV Drugs, Cannulation, ECG
Communication, Interpersonal and Organisational Skills
- 4 Good interpersonal skills, ability to work as a member of a multidisciplinary team
- 5 Experience in teaching student and junior staff.
Completion of preceptorship programme

DESIRABLE

- 1 Degree Level